IDRC-TS67e

Manual for Preparing Records in Microcomputer-Based Bibliographic Information Systems

Anne Di Lauro

IDRC
CANADA

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IDRC-TS67e

MANUAL FOR PREPARING RECORDS IN MICROCOMPUTER-BASED BIBLIOGRAPHIC INFORMATION SYSTEMS

by

Anne Di Lauro

with annexes for implementation

by

Ed Brandon

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Abstract This publication provides guidelines for creating and maintaining a bibliographic information system using microcomputers. It is a generalized manual for users ranging from those managing stand-alone systems in libraries or documentation centres to participants in information networks. The manual contains a database design using Mini/Micro CDS/ISIS as the example software. The main part is a field-by-field guide with rules for the selection and entry of data in the proposed record structure. Numerous annexes include guidelines for building corporate name and serials authority files, guidelines for subject analysis and retrieval, a guide for acquisitions applications, data exchange procedures in a network, a table showing the correspondence with the Common Communication Format, and details on implementations using Mini/Micro CDS/ISIS and INMAGIC, with sample outputs. Two diskettes containing the Mini/Micro CDS/ISIS and INMAGIC record structures and supporting files, as well as a sample database, are included.

Résumé Ce document contient des lignes directrices pour la création et l'entretien d'un système d'information bibliographique sur micro-ordinateur. C'est un manuel général destiné tant à l'utilisateur gérant un système individuel en bibliothèque ou un centre de documentation qu'au membre d'un réseau d'information. Il contient un modèle de base de données avec logiciel Mini/Micro CDS/ISIS. Le corps du document est un guide par zone contenant des règles de sélection et d'entrée des données dans la structure d'enregistrement proposée. Dans les annexes, on trouve des directives pour constituer des fichiers d'autorité des noms de collectivités et des périodiques, des grandes lignes à suivre pour l'analyse par sujet et le repérage, un système d'acquisition, des procédés d'échange des données en réseau, un tableau montrant la correspondance avec le format commun de communication et des détails sur les applications du Mini/Micro CDS/ISIS et de INMAGIC, ainsi que des échantillons de sorties. Le guide est accompagné de deux disquettes sur lesquelles on retrouve les structures d'enregistrement Mini/Mico CDS/ISIS et INMAGIC ansi que les fichiers de soutien, de même qu'un modèle de base de données.

Resumen Esta publicación proporciona orientación para la creación y mantenimiento de un sistema de información bibliográfica por medio del uso de microcomputadores. Se trata de un manual general para usuarios que administran sistemas autónomos en bibliotecas o en centros de documentación como también para los participantes en redes de información. El manual contiene el diseño de una base de datos que utiliza Mini/Micro CDS/ISIS como software a manera de ejemplo. La parte principal es una guía por campos con reglas para la selección e ingreso de datos en la estructura propuesta del registro. Varios anexos incluyen guías para construir archivos de autoridad para nombres de empresas y para títulos de publicaciones periódicas, guías para análisis y búsqueda, una guía para el empleo de adquisiciones, procedimientos de intercambio de información en una red, una tabla que indica la correspondencia con el Formato de Comunicación Común (CCF) y los detalles sobre su implementación usando Mini/Micro CDS/ISIS e INMAGIC, con muestreo de resultados. Se incluyen dos disquetes que contienen las estructuras de registro de Mini/Micro CDS/ISIS y de INMAGIC, como también archivos de apoyo, y una muestra de una base de datos.

CONTENTS

ACKNOWLEDGMENTS vi

FOREWORD vii

HOW TO USE THIS MANUAL 1

INTRODUCTION 3

LIST OF FIELDS 13

INPUT SHEET 17

FIELD-BY-FIELD GUIDE 19

ANNEXES

1. Guidelines for personal author names 131
2. Corporate Name Authority File rules 148
3. Guide to subject indexing and retrieval 165
4. Serials Authority File rules 174
5. Guidelines for entering place names 181
6. Guide to managing acquisitions fields 183
7. Abbreviations of names of months 186
8. Language codes 187
9. Names of governments in the language of the government 188
10. ISO two-letter country codes 195
11. Abbreviations of state and province names 198
12. Acronyms to be used in corporate body fields 199
13. Comparison with Manual for the Preparation of Records in Development-Information Systems 206
14. Correspondence with the Common Communication Format 211
15. Glossary 216
16. Bibliography 220
17. Sample completed input sheets 223
18. Data exchange procedures in a formal information network 241
19. Implementation using MICRO-ISIS with sample printed outputs 243
20. Implementation using INMAGIC 320

INDEX 345

DISKETTES CONTAINING SAMPLE MICRO-ISIS AND INMAGIC APPLICATIONS

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- Giampaolo Del Bigio, chief of the Unesco Division of Software Development and Applications, for permission to use Mini-Micro CDS/ISIS and for his advice on new features in Version 2; and
- In Florence, the Servizio Regionale per i Beni Librari, Regione Toscana, for permission to use its collection of works on librarianship, and for inviting me to participate in its meetings and courses for Mini-Micro CDS/ISIS users.

FOREWORD

Since its creation in 1970, the International Development Research Centre (IDRC) has maintained a major program in Information Sciences. Through the projects that it supports, the Information Sciences Division seeks:

- to build indigenous capacity within developing countries to manage information and promote its use;
- to improve systems, services, and tools for managing and using information relevant to development research and change; and
- to encourage cooperation and information sharing.

Support is given to information activities in the areas reflecting the priorities of developing countries.

In the early years of its program, when awareness of information issues and the infrastructure to support information activities were weak in most developing countries, IDRC emphasized international and regional information systems as vehicles to promote models for building up local capacities and capabilities. This served as a means to facilitate information exchange, especially of information produced by developing countries themselves. IDRC was a key player in the establishment in a number of such development-information systems and models.

In 1981, IDRC hosted a Technical Meeting on Common Methodologies, which was attended by representatives from the information units of the United Nations regional economic commissions, the Information Systems Unit of the United Nations Department of International Economic and Social Affairs, the Arab League, and the Bangladesh Institute of Development Studies. The participants agreed on a model record structure and field-by-field guidelines, based on their previous experience with development-information systems. They recommended that IDRC publish a manual incorporating the recommendations of the meeting, as well as guidelines related to authority files, indexing, and thesauri.

This resulted in the collection entitled Recommended Methods for Development-Information Systems. The first volume, Manual for the Preparation of Records in Development-Information Systems (IDRC-TS40e), contained guidelines for the structure and content of bibliographic records and was published in 1982. Volume two, Guidelines for the Building of Authority Files in Development-Information Systems (IDRC-TS52e), was issued in 1984. It was originally envisaged that the Recommended Methods collection would have a third volume dealing with indexing and thesaurus construction. In the years since 1981, the need for this has been met to some degree by the emergence of a number of publications dealing with these subjects.

The Manual for the Preparation of Records in Development-Information Systems provided a model structure for information systems using mainframe or minicomputer technology in their automation, and has been widely used by the development-information community as a basis upon which guidelines for a number of information groups (regional networks, sectoral information systems) have been developed. However, since its publication, several developments have taken place that have led to the preparation of this companion volume.

Microcomputers are being increasingly used for bibliographic applications in the developing world. A number of software packages have been designed that are suitable for microcomputer-based bibliographic systems. As well, the capacity of microcomputers has increased to allow them to handle the special needs of bibliographic applications. This has contributed to a growing demand for assistance and advice in adapting microcomputer software packages to the needs of documentation centres and information networks in developing countries. This interest has originated from all sectors, and has not been limited to "development information" per se.

Over the years, a number of manuals and record structures have been developed to meet the needs of particular documentation centres and information systems that have adopted microcomputer technology. Recently, the Organisation for Economic Co-Operation and Development (OECD) Development Centre, in its capacity as the technical focal point of the International Development Information Network (IDIN), contracted a consultant, Anne Di Lauro, to develop a bibliographic record structure and manual to be used by the IDIN participants. The result was the IDIN Manual for the Creation and Management of a Bibliographic Data Base using MICRO-ISIS. Although the IDIN Manual was written to respond to the needs of the IDIN network, IDRC felt that some of its content was of potential interest to a wider user community and could be helpful for any individual or organization establishing a bibliographic-information system using a microcomputer.

This idea provided the basis for the present manual, Manual for Preparing Records in Microcomputer-Based Bibliographic Information Systems (MIBIS).

Anne Di Lauro is well qualified to write this manual. As well as writing the IDIN Manual, she provided technical input to the Manual for the Preparation of Records in Development-Information Systems (MPRDIS) and was coauthor of Guidelines for the Building of Authority Files in Development-Information Systems.

Readers will recognize the design and philosophy of MIBIS as being similar to that of MPRDIS. In addition, the present manual has been strongly influenced by the IDIN Manual, and in this regard, IDRC gratefully acknowledges the contribution of the OECD Development Centre. MIBIS is compatible with the Common Communication Format (CCF) and has taken into account the widespread use of the Anglo-American Cataloguing Rules (AACR2) in developing countries.

MIBIS is not limited to information systems in any particular discipline nor to users of particular microcomputer software. It has used Unesco's CDS/ISIS Mini-Micro Version 2.3 (hereafter referred to as MICRO-ISIS) as the "example" software for the proposed record structure, and also includes an annex on how the structure can be implemented on a second software package, INMAGIC.

The main part of MIBIS is a field-by-field guide containing rules for the selection and entry of data using the proposed record structure. Annexes include examples of completed input sheets, guidelines for building various types of authority files, guidelines for indexing and subject retrieval, a guide for acquisitions applications, data exchange procedures in a network, and details on implementations using MICRO-ISIS and INMAGIC with sample outputs. Diskettes containing the MICRO-ISIS and INMAGIC record structures and supporting files, as well as a sample database, have also been included.

MIBIS is a generalized manual to be used by a wide audience, ranging from users of stand-alone systems to participants in international information networks. It is not intended to replace, but to complement, other manuals currently in existence. It can be used partially or in its entirety, depending on the needs of the particular user or information community. MIBIS is intended to be comprehensive but not overly complicated, and should not be daunting even to first-time users of microcomputer-based systems. Indeed, with the growing use of microcomputers for information management at all levels, it is hoped that MIBIS may assist these new users in making good use of the technology now in their hands, based on the experience of many others who have come before them.

Martha B. Stone
Director
Information Sciences Division
International Development Research Centre

HOW TO USE THIS MANUAL

=> First, read the **Introduction**, which is essential to an understanding of the background and rationale of the database design.

=> Then, look at the **List of Fields** and the **Field-by-Field Guide**, which are the core of the manual. They are both arranged numerically by field tag.

The **Annexes** are an important adjunct to the Field-by-Field Guide, providing detailed rules and information that apply to more than one field.

The **Index** provides another access point to the information in the text.

=> Then, decide how you will implement the manual by reading the section below on **Options** and answering the questions it asks.

OPTIONS

Because the aim of the manual is to provide a database design that can be applied to a variety of situations, from stand-alone information systems to participants in a formal information network, it includes all of the data elements and rules that any documentation centre might need. Individual documentation centres might need to use all of the fields and subfields and rules provided in the manual, or only some.

Optional rules are provided for some fields in the Field-by-Field Guide and in some of the annexes. They are clearly marked "OPTION".

Optional fields are identified in the **List of Fields** on pages 13-16. In the column titled Use, the letters E (Essential), M (Mandatory), and O (Optional) indicate those fields and subfields that should be used by all documentation centres and those that should only be adopted if needed by a particular documentation centre.

Fields marked as being **Essential** must be entered in each bibliographic record.

Fields marked as being **Mandatory** should be defined by all documentation centres, but data is only entered in these fields if the information required applies to the item being catalogued.

Individual documentation centres may choose which of the **Optional** fields they wish to adopt. Fields that are optional in this manual may be defined as essential or mandatory in a particular information system.

Here are some questions to help in deciding which of the optional fields and rules should be adopted in any one particular system.

=> Is your system a **multilingual** one? If so, pay special attention to:

Introduction, Section 6 - Language of analysis

Annex 2 - options provided for language of the name of the government

Annex 3 - section on multilingual thesaurus searching

Annex 5 - options provided for language of place names

=> Are you a member of an **information network**? If so, pay special attention to:

Introduction, Section 9 - Information networks

Annex 18 - Data exchange procedures in a formal information network

Field-by-field guide - **fields 001 to 003**

=> Are you interested in using **computerized authority records**? If so, pay special attention to:

Introduction, Section 8 - Computerized authority records

Annex 2 - Corporate Name Authority File rules

Annex 4 - Serial Authority File rules

Annex 6 - Guide to managing acquisitions fields

=> Are you interested in using the database for managing **acquisitions**? If so, study:

Annex 6 - Guide to managing acquisitions fields

Field-by-field guide - **fields 500 to 517**

This manual has been prepared to provide a tool for libraries and documentation centres setting out, probably without the benefit of previous experience, to computerize their bibliographic information systems using a microcomputer.

The manual is based on experience gained in the course of projects to assist microcomputer-based information systems - specifically, the International Development Information Network (IDIN)[1], supported by the Organisation for Economic Co-operation and Development (OECD) Development Centre, and several projects supported by IDRC.

The manual includes:

- a database design, in the form of a list of fields for the description and management of the items in the database. The database design aims to be as complete as possible, presenting all of the data elements that any information system might need. Individual information systems might need all of the elements, or only some;
- a set of rules for the content of the fields;
- guidelines on how the database may be used for information management, retrieval, and dissemination; and
- guidelines on the operation of the system within the context of an information network.

1. INFLUENCES ON THE DATABASE DESIGN

The hub of a bibliographic information system is the bibliographic database. The database is made up of bibliographic records, each of which describes a bibliographic item (a book, a report, a periodical article, a thesis, etc.). The information in the database is used for information retrieval; for producing printed catalogues, indexes, bibliographies, and current awareness bulletins; for controlling such operations as acquisitions and budgeting; and for keeping statistics.

There are two main aspects of database design:

1) The structure of the bibliographic record, i.e., the manner in which the information in the record is divided into fields and subfields; and

2) The content of the bibliographic record, i.e., the form of data to be entered in each field.

---

[1] The members of IDIN comprise the documentation centres of the five regional development associations that meet under the umbrella of the Inter-Regional Co-ordinating Committee of Development Associations (ICCDA). These are the Association of Development Research and Training Institutes of Asia and the Pacific (ADIPA), the Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social (AICARDES), the Consejo Latinoamericano de Ciencias Sociales (CLACSO), the Council for the Development of Economic and Social Research in Africa (CODESRIA), and the European Association of Development Research and Training Institutes (EADI).

The database design in the present manual represents a natural development of the design and philosophy put forward in Manual for the Preparation of Records in Development-Information Systems[2] (MPRDIS). That manual presented a design based on minicomputer technology and was written specifically for documentation centres participating in information systems of the DEVSIS-type (Development Sciences Information System). Since its publication, however, two developments have led to the need for a companion volume.

First, the capacity of microcomputers to handle bibliographic information systems has increased, thus giving more documentation centres than ever before the opportunity to computerize their operations.

Second, the United Nations Educational, Scientific and Cultural Organization (Unesco) published the Common Communication Format[3] (CCF), which proposes a common method for structuring bibliographic records so that they may be freely exchanged among different information systems.

Thus, the design presented in this manual differs from MPRDIS in the following ways:

1) The sample implementation is based on a microcomputer software package (MICRO-ISIS[4]) instead of on a minicomputer software package (MINISIS[5]).

2) Some minor changes to the database design have been introduced to facilitate the manipulation of data using currently available microcomputer software.

3) More practical guidance is given to assist users who may be managing a computerized system for the first time, including:

   - fields for the management of acquisitions,
   - an annex on subject indexing and retrieval in a computerized system,
   - guidelines for the use of computerized authority records,
   - in the Field-by-field guide, system-manager notes providing guidance on the manipulation and use of some of the fields,
   - sample printed outputs, and
   - diskettes containing a sample application.

4) A small number of changes have been introduced to make the bibliographic record structure more compatible with the CCF, within the limits of MICRO-ISIS.

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[2] Morin-Labatut, Gisèle, and Sly, Maureen. Manual for the Preparation of Records in Development-Information Systems. Ottawa, International Development Research Centre, 1982. (IDRC-TS40e)

[3] Simmons, Peter, and Hopkinson, Alan, eds. CCF: the Common Communication Format. 2nd ed. Paris, Unesco, 1988. (PGI-88/WS/2)

[4] MICRO-ISIS is the term used throughout this manual for Unesco's software CDS/ISIS Mini-Micro Version 2.3.

[5] MINISIS, a generalized information management system developed, disseminated, and supported by IDRC. It operates on the Hewlett-Packard 3000 Series of minicomputers.

5) Some minor changes to the cataloguing rules have been introduced to bring them closer to the Anglo-American Cataloguing Rules[6].

6) Although the present manual provides guidance on the operation of a bibliographic information system within a network, it is not aimed specifically at DEVSIS-type operations.

=> A detailed chart of the differences between MPRDIS and the present manual is given in Annex 13.

2. MICROCOMPUTER SOFTWARE

The manual is intended to be used with any microcomputer software designed for database management, and containing the features required to fulfill the needs of a bibliographic information system, including the ability to:

- handle relatively long, variable-length fields,
- handle relatively large databases,
- retrieve and sort records using any desired data element, and
- print records in any desired form.

Annex 20 shows how the system may be implemented using the software package INMAGIC. However, the software package chosen to illustrate the implementation of the system is MICRO-ISIS (Version 2.3). This is a generalized information storage and retrieval system designed at Unesco and is most commonly used on an IBM or IBM-compatible microcomputer. It contains many of the features of the mainframe version of CDS/ISIS.

The minimum hardware requirements to run MICRO-ISIS are:

- 1 IBM PC/XT microcomputer or a compatible machine,
- 512k RAM memory (640k recommended for some applications),
- 1 hard disk,
- 1 floppy disk drive,
- 1 monitor, and
- 1 printer.

MICRO-ISIS allows you to:

- define a database,
- enter new records in the database,
- modify or delete existing records,
- build and maintain inverted files for information retrieval,
- retrieve information using Boolean logic,
- sort records into alphabetical order to create catalogues and indexes,
- print and display the records using your own specifications, and
- exchange data with other systems in ISO 2709 format.[7]

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[6] Anglo-American Cataloguing Rules. 2nd ed. Chicago, American Library Association, 1978.

[7] International Organization for Standardization. Format for Bibliographic Information Interchange on Magnetic Tape. Geneva, ISO, 1981. (ISO 2709-1981)

Features of MICRO-ISIS include:

- fields are variable length,
- data may be entered in both upper and lower case, and diacriticals (i.e., accents) may be entered,
- subfields are indicated through the use of embedded subfield delimiters,
- fields may be repeatable,
- filing order may be changed through the use of special characters. (This means, for instance, that an article at the beginning of a title can be ignored when the title field is being sorted to create a title index; and a title beginning with a digit may be filed as if the number were written as a word.),
- several indexing techniques are available for creating inverted files,
- data may be retrieved by using inverted files or by searching the whole database sequentially (also called "free-text searching"), and
- data may be extracted from an alternative record in the database for printing or displaying.

The address for inquiries concerning MICRO-ISIS is:

Mr Giampaolo Del Bigio,
Division of Software Development and Applications
Unesco
7 Place de Fontenoy
75700 Paris, France

MICRO-ISIS is distributed as a standard package providing all of its functions and features to the end-user. It also includes a feature that allows special applications to be written using an internal programing language. The design proposed in this manual is based on the standard version. However, on the accompanying diskettes, some specially written programs have been provided to facilitate some of the options.

3. RELATION TO THE COMMON COMMUNICATION FORMAT

The record structure proposed in this manual is compatible with that of the Common Communication Format (CCF), and all the **mandatory** fields for the CCF have been included. However, it is not an implementation of the CCF in its pure form. The CCF uses a sophisticated system of links and segments to handle the relationship between bibliographic levels. The current standard version of MICRO-ISIS cannot handle links and segments directly, and this manual retains the two-level record structure of MPRDIS.

The design in this manual also differs from the CCF in other ways:

- no attempt has been made to use the same field tags as in the CCF,
- some fields have been included that are not in the CCF, and some of the optional CCF fields have not been included,
- indicators have not been used, and
- for some fields, fewer subfields have been provided.

=> For users wishing to exchange data with other systems via the CCF, a correspondence table between this manual and the CCF is given in Annex 14.

4. RULES FOR BIBLIOGRAPHIC DESCRIPTION

The second edition of the Anglo-American Cataloguing Rules (AACR2), which incorporates the provisions of the ISBDs (International Standard Bibliographic Description), is used and respected in many countries. For this reason, the rules for bibliographic description in the manual adhere as closely as possible to AACR2.

Strict adherence to AACR2, however, may not necessarily be desirable in a computerized information system. For example, in a computerized system, the concept of main entry need no longer apply because the items can be retrieved, or appear in an index, under any element in the record.

The rules for bibliographic description in this manual differ from the AACR2 rules in the following ways:

1) No rules are supplied for the selection of main entry and added entry headings. However, if a main entry heading is desired, it can be generated by instructing the system, when sorting, to look first for the first personal author. If there is no personal author, choose the first conference name. If there is no conference, choose the first corporate author, and if there is no corporate author, choose the title.

2) The statement of responsibility is replaced by fields for personal author and corporate author, entered in heading form to serve as access points to the record.

3) The rules for corporate authors are slightly different from those in AACR2 (explained in Annex 2, Section II - Rules for Names of Corporate Bodies).

4) To take advantage of the increased retrieval possibilities that computerized information systems offer, some fields, such as Meeting (**114**) and Thesis (**141**), are structured in such a way as to make them more accessible for retrieval purposes.

5. BIBLIOGRAPHIC LEVEL

The term bibliographic level is used to indicate where the item being catalogued stands in a set of hierarchical relationships. Four different types of bibliographic items have been identified. These are:

A Analytic. An item that is not issued separately but as part of a parent item, such as a chapter from a book, a paper from a set of conference papers bound together, or an article from a periodical.

M Monograph. An item issued as a single physical piece that is complete in its own right, such as a book, a report, a thesis, or a map. A monograph may either stand alone or be part of a collection or of a series.

C Collection. An item issued in two or more physical pieces, either at the same time or over a predetermined period, that is complete in its own right, such as a multivolume encyclopedia.

S Serial. A publication issued in successive parts and intended to be continued indefinitely, such as a periodical, an annual, or a monographic series.

In this manual, provision is made for describing items at up to two levels. **Field 007** is used for recording the bibliographic level of the item being catalogued, and **field 008** is used, if applicable, for recording the bibliographic level of the parent item. The possible combinations of bibliographic level are:

AM Part of a monograph

Examples

A conference paper published as part of the proceedings of a conference

A chapter of a book

AS Part of a single issue of a serial

Examples

An article from a periodical

A contribution from a yearbook

M A monograph

Examples

A book

A single-volume report

A single-volume thesis

A map

A tape/slide show

A film

C A collection

Examples

A multivolume encyclopedia

A two-volume report

MC A monograph that is part of a collection

Example

Volume 1 of a two-volume report

Note A separate record is created for each volume in a collection only if the individual volumes have different titles, or are by different authors or cover different subject matter.

AC A chapter from a collection

Example

A chapter from a two-volume report, the separate volumes of which have not been given individual treatment.

MS A monograph that is part of a serial

Example

A monograph that belongs to a monographic series

CS A collection that is part of a serial

Example

A collection that belongs to a monographic series

As this manual does not include guidelines for establishing a database for managing a serials collection, the serial level (S) is never used on its own.

6. LANGUAGE OF ANALYSIS

The term "language of analysis" has been used throughout the manual to mean the language of the system chosen for recording information such as the notes, the descriptors, and the abstract.

In a **unilingual system**, the language of analysis is the language of the system, i.e., the language of the users of the system.

In a **multilingual system**, a choice will have to be made as to the language of analysis for each item. The choice will usually depend on the language of the item being described.

As a general rule, in a multilingual system, if the language, or one of the languages, of the item being catalogued is one of the languages of the system, then that language will the language of analysis.

Example 1

If the languages of the system are English and French, and the item being catalogued is in French, then the language of analysis will be French.

Example 2

If the languages of the system are English and French and the item being catalogued is a bilingual text in Indonesian and English, then the language of analysis will be English.

If the item being catalogued is not written in one of the languages of the system, then the language of analysis may be any one of the languages of the system. Individual documentation centres may decide to establish their own guidelines for choosing the language of analysis in such cases.

7. INDEXING VOCABULARY

To illustrate the use of a thesaurus for subject indexing and retrieval in a computerized system, the Macrothesaurus for Information Processing in the Field of Economic and Social Development[8] has been used. The Macrothesaurus is trilingual with separate English, French,[9] and Spanish[10] versions. The first two editions were published in 1972 and 1978 by the OECD. The current edition, the third, was published in New York by the United Nations in 1985.

8. COMPUTERIZED AUTHORITY RECORDS

The manual recommends the use of authority files for certain data elements, especially for names of corporate bodies. For these fields, and in the relevant annexes, the option has been provided to use either manual authority files (in the form of a card file), or computerized authority records.

The use of computerized authority records allows a short code to be entered into the appropriate field of the bibliographic record instead of the full information required in that field. Whenever the bibliographic record is displayed, sorted, or printed, the full information, stored in the authority record, appears in the record instead of the code (that is, the appropriate field from the authority record appears instead of the field in the bibliographic record).

In MICRO-ISIS, the authority records must be in the same database as the bibliographic records. The authority code entered in the relevant field of the bibliographic record may be simply the Master File Number (MFN) of the authority record, or a short alphabetic code. If the authority code is the MFN of the authority record, the link is made directly using the REF function of the CDS/ISIS formatting language. If the authority code is a string of alphabetic characters, the link to the authority record is made through the inverted file, using the L and REF functions of the CDS/ISIS formatting language.

The advantage of using authority files in this way is that the name only needs to be entered into the system once, thus saving time, reducing the possibility of error, and ensuring consistency. If the name needs to be changed, only one record needs to be changed - the authority file record. The uses and advantages of computerized authority files are discussed fully in

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[8] Viet, Jean. Macrothesaurus for Information Processing in the Field of Economic and Social Development. 3rd ed. New York, United Nations, 1985. (ST/ESA/160)

[9] Viet, Jean. Macrothésaurus pour le traitement de l'information relative au développement economique et social. 3e éd. New York, ONU, 1985 (ST/ESA/160)

[10] Viet, Jean. Macrothesaurus para el Procesamiento de la Información relativa al Desarrollo Económico y Social. 3a ed. New York, ONU, 1985. (ST/ESA/160)

Guidelines for the Building of Authority Files in Development-Information Systems.[11]

The option of using computerized authority records has been provided for:

1) All of the fields containing corporate bodies, that is,
   - **111** Corporate author(s),
   - **112** Affiliation,
   - **113** Other associated institution(s), and
   - **211** Corporate author(s) - parent.

2) Fields containing a serial title, that is:
   - **140** Monographic series, and
   - **200/201** Title of serial and ISSN.

3) The supplier field (**515**) used for acquisitions.

In these fields, an optional **subfield z** has been provided for the entry of the authority code.

In systems that have computerized authority records linked to these fields, only the appropriate authority code will be entered in the field.

In systems that are not using computerized authority records linked to the fields (i.e., systems using manual authority files), the complete information will be entered in the field.

Using the same technique, computerized authority records for personal author names, project titles, and meetings could also be created.

Whether individual centres decide to use authority records, and for which data elements, will depend on their own needs and on the amount of computer storage capacity available to them.

9. INFORMATION NETWORKS

As in MPRDIS, this manual provides for the needs of documentation centres participating in information networks, by including fields and rules intended to facilitate exchange of data.

Three kinds of situations are envisaged:

1) The **stand-alone information system** that does not participate in a network.

2) The **informal network** in which there is no centralized database, but in which the participants agree to use certain common tools to facilitate the informal exchange of data. The participants will use a common indexing vocabulary and probably a common database design and cataloguing rules. If it is a multilingual network, the participants

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[11] Di Lauro, Anne, and Sly, Maureen. Guidelines for the Building of Authority Files in Development-Information Systems. Ottawa, International Development Research Centre, 1985. (IDRC-TS52e)

will either have available in their subject a suitable multilingual thesaurus or will agree to use a common language for indexing. An example of this kind of network is IDIN (International Development Information Network).

3) The **formal information network**, or cooperative information system, in which participants send their data on a diskette to a coordinating centre, which merges the data into a common database and disseminates the information in the form of abstracting and indexing publications, specialized bibliographies, on-line search services, and other products. Such a network will require its participants to adhere closely to a common database design and a common set of rules for bibliographic description. If it is a multilingual network, participants will need to use not only a common indexing vocabulary, but also special rules for the language of place names and names of governments used in corporate bodies.

Throughout the manual, options are provided to accommodate all three situations.

For example, three fields are provided to facilitate the management of data within a network: **001** - Participating centre acronym, **002** - Participating centre record number, and **003** - Record status. Participants in a formal network need all three of these fields. Members of an informal network require **fields 001** and **002**, but not **003**. A stand-alone system does not require any of these fields.

=> Annex 18 provides guidelines for the practical management of data exchange in a formal network.

LIST OF FIELDS

Tag	Field name	Subfields	Repeatable	Length	Use[12]	Inversion[13]
	Master File Number (MFN)					
NETWORKING FIELDS						
001	Participating centre acronym			10	0	0
002	Participating centre record number			6	0	
003	Record status			1	0	0
CORE BIBLIOGRAPHIC FIELDS						
005	Date record entered			10	E	0
006	Date record changed			10	0	
007	Bibliographic level			1	E	0
008	Bibliographic level - parent			1	M	0
009	Country of origin			2	0	0
010	Record number of parent			6	0	
011	Record number(s) of part(s)		R	6	0	
012	Record number(s) of other language version(s)		R	6	0	
020	Language of analysis			2	0	
021	Language(s) of text		R	2	E	0
022	Language(s) of summaries		R	2	0	

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[12] Use:
E = Essential (must be present in all records);
M = Mandatory (must be entered if it applies to the item in hand);
0 = Optional (but may be E or M for individual systems).

[13] Indexing techniques for inversion:
0 = whole field or subfield;
2 = descriptors between triangular brackets;
4 = words.
Fields selected for inversion are suggestions only. Individual systems may select fields for inversion according to their requirements.

Tag	Field name	Subfields	Repeat-able	Length	Use	Inver-sion
100	Title			500	E	4
101	Parallel title(s)		R	500	M	4
102	Translated title - English			500	0	
103	Translated title - French			500	0	
104	Translated title - Spanish			500	0	
105	Translated title - other language			500	0	
110	Personal author(s)	**a** Personal author	R	80	M	^a 0
		b Role				
111	Corporate author(s)	**a** Main body	R	500	M	^a 4
		b Sub-body			M	^b 4
		c Place			M	^c 0
		d Country code			M	^d 0
		z Authority code			0	^z 0
112	Affiliation	**a** Main body		500	0	^a 4
		b Sub-body				^b 4
		c Place				^c 0
		d Country code				^d 0
		z Authority code				^z 0
113	Other associated institution(s)	**a** Main body	R	500	M	^a 4
		b Sub-body			M	^b 4
		c Place			M	^c 0
		d Country code			M	^d 0
		e Role			M	
		z Authority code			0	^z 0
114	Meeting	**a** Meeting name and number	R	500	M	^a 4
		b Place			M	^b 0
		c Country code			M	^c 0
		d Dates			M	
		e Date - ISO form			0	^e 0
120	Edition			25	M	
121	Publisher	**a** Publication place		250	M	
		b Publisher				
		c Country code				
122	Date of publication /issue - free form			30	E	
123	Date of publication /issue - ISO form			10	E	0

Tag	Field name	Subfields	Repeatable	Length	Use	Inversion
130	Collation (M/C)	a Number of pages/ pieces		40	M	
		b Description				
		c Dimensions				
131	Part statement	a Volume/issue no.		40	M	
		b Pagination of part				
140	Monographic series	a Series title	R	200	M	^a 4
		b Series part			M	
		z Authority code			0	^z 0
141	Thesis	a Thesis designation		200	0	
		b Degree				
		c Course				
		d Number				
142	Project	a Project name	R	200	0	^a 4
		b Project number				^b 0
150	Notes			700	0	
160	ISBN		R	13	M	
161	Document number		R	50	M	0
162	Availability			100	0	

FIELDS DESCRIBING PARENT ITEM

Tag	Field name	Subfields	Repeatable	Length	Use	Inversion
200	Title of serial			400	M	
		z Authority code[14]			0	
201	ISSN			9	M	
202	Title of parent (M/C)			500	M	
210	Personal author(s) - parent	a Personal author	R	80	M	
		b Role				
211	Corporate author(s) - parent	a Main body	R	500	M	
		b Sub-body			M	
		c Place			M	
		d Country code			M	
		z Authority code			0	

SUBJECT ANALYSIS FIELDS

Tag	Field name	Subfields	Repeatable	Length	Use	Inversion
300	Primary descriptors			200	E	2[15]
301	Secondary descriptors			400	M	2
302	Geographic descriptors			200	M	2

---

[14] Subfielded only if option to use computerized authority records for serial titles is adopted. Otherwise, not subfielded.

[15] See Field-by-field guide, **field 300**, system manager note 2.

Tag	Field name	Subfields	Repeat-able	Length	Use	Inver-sion
303	Local descriptors			200	0	2
304	Proposed descriptors			100	0	2
310	Abstract			1000	0	
320	Broad subject heading			100	0	0
LOCAL PROCESSING FIELDS						
400	Processing status			4	E	0
410	Location		R	10	0	0
411	Call number			40	M	
412	Number of copies			2	M	
420	Type of material			4	0	0
430	Documentalist		R	10	0	
ACQUISITIONS FIELDS						
500	Acquisition type			4	0	0
510	Date ordered			10	0	0
511	Date claimed			10	0	0
512	Date received			10	0	0
513	Number of copies ordered			2	0	
514	Requester		R	25	0	0
515	Supplier	**a** Supplier name		200	0	^a 4
		b Address - line 1				
		c Address - line 2				
		d Address - line 3				
		e Country				
		z Supplier code				^z 0
516	Price	**a** Price **b** Currency		20	0	
517	Acquisition notes			200	0	
999	Record type			1	0[16]	0

---

[16] Essential if computerized authority records are included in the database.

INPUT SHEET

MFN

005 Date record entered

Bib level: 007
008

009 Country of origin

Record nos. of:
010 Parent
011 Parts
012 Other lang

Language(s) of:
020 Analysis
021 Text
022 Summaries

100 Title

101 Parallel title(s)

10- Translated
2/3 Title
4/5 E/F/S/o

110 Personal author(s)

111 Corporate author(s)

112 Affiliation

113 Other assoc instit(s)

114 Meeting

120 Edition

121 Publisher

122 Date - free form

123 Date - ISO form

130 Collation (M/C)

131 Part

140 Mono series

141 Thesis

142 Project

150 Notes

160 ISBN	161 Doc no
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial
201 ISSN
202 Title of parent (M/C)
210 Personal author(s) - parent
211 Corporate author(s) - parent

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	
301 Secondary descriptors	
302 Geographic descriptors	
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	

LOCAL PROCESSING FIELDS

400 Processing status	410 Location
411 Call no	412 No of copies
420 Type of mat	430 Documentalist

This is the main section of the manual. It describes each of the fields in the database, and is arranged in field tag order.

THE INPUT SHEET

On pages 17-18, the input sheet is reproduced. It provides a visual presentation of the fields. The input sheet should be filled out completely by documentalists who are learning to use the system. Those who are experienced enough to enter data directly on-line should use the input sheet for recording information gathered before they begin a data input session - for example, the correct form of corporate author or personal author name, the call number, and subject descriptors. The Master File Number (MFN) should be written in the space provided on top of the input sheet, and the input sheets should be kept for a defined period as a backup to the system.

FIELD DESCRIPTIONS

Each field is described under the following headings:

Characteristics

- Essential, mandatory, or optional:

  Essential means that the field must be entered in every record.

  Mandatory means that the field must be entered if it is applicable to the item being catalogued. For example, if the item is an article from a periodical, the serial title must be entered.

  Optional means that the documentation centre may decide whether this field is applicable to its own situation or not. For example, if the documentation centre has decided not to computerize the processing of acquisitions, it does not need to enter the fields provided for this purpose.

- Repeatable or Not repeatable:

  Repeatable means that the field may have more than one occurrence. For example, the personal author field may contain more than one personal author. In repeatable fields, the occurrences are separated by a percentage sign.

  Not repeatable means that the field may contain only one occurrence, for example, collation, date of publication/issue.

- Subfielded or Not subfielded:

  Subfielded means that the information entered in the field is divided into separate elements. This allows the elements to be treated differently when the field is being sorted or printed. For example, the conference field may be sorted by the country or by the city in which the conference was held because these elements are in separate subfields.

Each element to be considered as a subfield is preceded by a subfield delimiter in the form of a circumflex accent and a letter of the alphabet, for example, **^a**.

Not subfielded means the field is not divided into separate elements, for example, the title field.

- Maximum length:

Maximum length of the field is the maximum number of characters allowed for each occurrence of the field, including subfields, subfield delimiters, punctuation, and spaces, but excluding the percentage sign used to separate the occurrences.

Purpose

This section describes the intended use of the field.

Selection

This section gives guidance in choosing the information that is to be entered in the field.

Data entry

This section shows how the information is to be entered in the field, including rules for capitalization and punctuation.

When applicable, there are also **Definitions**, as well as **System manager notes**, which give guidance on the manipulation of the field using MICRO-ISIS.

For some fields, **Options** have been provided to allow for the needs of different kinds of information systems. Most of the options are related to the use of computerized authority records, and to the special needs of multilingual information systems.

GENERAL GUIDE TO DATA ENTRY

In MICRO-ISIS:

1) Data can only be entered and modified using the screen worksheet (one or more of these will have been created at the time the database was defined).

2) You should not press the "Enter" (or "Carriage return") key until you have finished typing the field. Once you have pressed "Enter", the cursor will automatically move to the beginning of the next field.

3) The occurrences of a repeatable field are separated by a percentage sign. No spaces are entered before or after the percentage sign.

   Example

   En%Es%Fr

4) The subfields in a subfielded field are preceded by subfield delimiters consisting of a circumflex accent and either a letter of the alphabet or a numeral. The letters may be in either upper case or lower

case. In this manual, letters of the alphabet are used, and they are always shown in lower case.

Example

`^a`

No space is entered before or after the subfield delimiter.

Example

`^aBrowning, Robert^bed.`

The subfield delimiters do not appear in the record when it is printed or displayed for the user.

5) A repeatable subfielded field is entered using both the percentage sign and subfield delimiters.

Example

`^aEliot, Thomas^bcomp.%^aDevereux, James^bed.`

MFN MASTER FILE NUMBER

In MICRO-ISIS, the Master File Number (MFN) is the record number, i.e., a number assigned to each record in the database. It provides a unique identification for each record.

The MFN is assigned automatically by the system when the record is entered into the database.

Write the MFN in the space provided at the top of the input sheet.

CHARACTERISTICS

Optional (Essential for participants in a network)

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

In a cooperative information system in which participating centres either exchange machine-readable records or contribute them to a centralized database, **field 001** is used to identify the centre that created the record. Normally the centre is identified by its acronym.

Example

CODESRIA

Using MICRO-ISIS, this field is created automatically when the record is copied to be sent to another system. **Therefore, this field is left empty at the time of data entry.**

SYSTEM MANAGER NOTE

1. This field should not appear on the MICRO-ISIS data entry worksheet.
2. This field should be created in the reformatting FST when exporting data using the MICRO-ISIS data exchange facility.

002 PARTICIPATING CENTRE RECORD NUMBER

CHARACTERISTICS

Optional (Essential for participants in a network)

Not repeatable

Not subfielded

Maximum length 6

PURPOSE

In a cooperative information system in which participating centres either exchange machine-readable records or contribute them to a centralized database, **field 002** is used to hold the record number of the item in the originating centre's database.

This is necessary because new record numbers will be assigned to the records once they are imported into another system.

DATA ENTRY

The field contains the Master File Number (MFN) of the record in the originating centre's database.

Example

512

Using MICRO-ISIS, this field is created automatically when the record is copied to be sent to another system. **Therefore, this field is left empty at the time of data entry.**

SYSTEM MANAGER NOTE

1. This field should not appear on the MICRO-ISIS data entry worksheet.
2. This field should be created in the reformatting FST when exporting data using the MICRO-ISIS data exchange facility.

CHARACTERISTICS

Optional (Essential in a network with a centralized database)

Not repeatable

Not subfielded

Maximum length 1

PURPOSE

In a cooperative information system in which participating centres contribute records to a centralized database, **field 003** is used by the participating centre to enter a code showing whether the record is a new record or a record that has already been submitted.

SELECTION AND DATA ENTRY

1. If the record is **new**, and is to be submitted to the coordinating centre, enter the code **N**.

2. Once the record has been **submitted** to the coordinating centre, change the code to S.

=> For further information on the data exchange procedures in a network with a centralized database, see Annex 18.

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 005 is used to record the date on which the item was first entered into the database.

DATA ENTRY

Enter the current date in the form YYYY-MM-DD, where YYYY stands for the year, MM for the month, and DD for the day.

Example

For 24th June, 1988

Enter: 1988-06-24

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 006 is used to enter the date on which the record was last changed.

DATA ENTRY

If the record is being changed, enter the current date in the form YYYY-MM-DD, where YYYY stands for the year, MM for the month, and DD for the day.

Example

For 11th July, 1988

Enter: 1988-07-11

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 1

PURPOSE

Field 007 is used to enter a code indicating the bibliographic level of the item being catalogued. This information is necessary when records are being exported to a system with a different record format. The information can also be used in on-line retrieval to limit the search to a particular kind of document.

At the same time, the level of the parent item, if applicable, is entered in **field 008** - Bibliographic level - parent.

DEFINITION

The term bibliographic level refers to the position of the item being catalogued in a set of hierarchical relationships.

The following are the possible bibliographic levels:

A **Analytic** - Refers to an item that is not issued alone but as part of a larger work, such as an article from a periodical, a chapter from a book, or a paper from a set of conference papers issued as a single entity.

M **Monographic** - Refers to an item issued as a single physical piece that is complete in its own right, such as a book, a report, a thesis, or a map. It may also be one volume of a multivolume work.

C **Collective** - Refers to a multivolume work, composed of a finite number of volumes, issued either at the same time or over a period, such as a two-volume report or a multivolume encyclopedia.

S **Serial** - Refers to an item that is issued in successive parts, at intervals, bearing a chronological and/or numerical designation, and intended to be continued indefinitely, such as a periodical, a yearbook, or a monographic series.

Note As this manual does not include guidelines for establishing a database for managing a serials collection, the serial level (S) is never entered in **field 007**.

SELECTION AND DATA ENTRY

The following are the possible entries in fields **007** and **008**:

Level	**Examples**
007: A 008: M	a chapter from a book a paper in a volume of conference proceedings a map from a report
007: A 008: C	a chapter from a collection (when the separate volumes of the collection have not been given individual treatment)
007: A 008: S	an article from a periodical
007: M 008: (empty)	a book a single-volume report a single-volume thesis a film a single-volume manual a cassette
007: M 008: C	a volume of a multivolume encyclopedia a volume of a two-volume report
007: M 008: S	a monograph that is part of a monographic series
007: C 008: (empty)	a multivolume work catalogued as a single item
007: C 008: S	a multivolume work that is part of a monographic series

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 1

PURPOSE

When the item being catalogued is part of a larger work, **field 008** is used to enter the bibliographic level of the parent item.

This field is only used in conjunction with **field 007**.

DEFINITION, SELECTION, AND DATA ENTRY

See **field 007**.

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 2

PURPOSE

Field 009 is used to indicate the country from which the item originated. It is used to retrieve information on the countries of origin of items in the database.

SELECTION

1. When the item is published, select the country of publication, as entered in **field 121, subfield c** - Publisher country code.
2. When the item is an article from a periodical, enter the country in which the periodical is published.
3. When the item is unpublished, enter the country in which it was produced.

Examples

The item is a monograph published simultaneously in Canada and the United Kingdom. Canada has been selected for entry in **field 121**. Select Canada as the country of origin of the item.

The item is an article from the periodical Economic and political weekly, which is published in India. Select India as the country of origin of the item.

The item is an unpublished report produced in Senegal as part of a project sponsored by the United Nations Development Programme in New York. Select Senegal as the country of origin of the item.

The item is an unpublished conference paper prepared in the Netherlands for a conference held in Bogotá, Colombia. Select the Netherlands as the country of origin of the item.

DATA ENTRY

Enter the ISO two-letter country code (Annex 10) corresponding to the country of origin of the item.

Example

CA

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 6

PURPOSE

When the item being catalogued is part of a monograph or part of a collection (with bibliographic level AM, AC, or MC), **field 010** is used to enter the Master File Number (MFN) of the parent item. This information facilitates the tracing of related records, if the records need to be updated or deleted.

In the record for the parent, the MFN for the part will be entered in **field 011**.

Note Because this manual does not include provision for the creation of records for serials management, this field is not entered when the parent is a serial (bibliographic levels MS, CS, or AS).

DATA ENTRY

Enter the MFN of the parent.

Example

The item is a chapter from a book. The MFN of the record for the book is 1298.

Enter: 1298

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 6

PURPOSE

When the item being catalogued is a monograph or a collection from which a part has been selected for treatment as an analytic, or a collection from which a single volume has been selected for treatment as a monograph, **field 011** is used to enter the MFN(s) of the part(s). This information facilitates the tracing of related records, if the records need to be updated or deleted.

DATA ENTRY

Enter the MFN of each part, separated by a percentage sign.

Example

The item is a book from which each of the nine chapters has been selected for separate treatment as an analytic. The records for the analytics have MFNs 1299 to 1307 inclusive.

Enter: **1299%1300%1301%1302%1303%1304%1305%1306%1307**

012 RECORD NUMBER(S) OF OTHER LANGUAGE VERSION(S)

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 6

PURPOSE

When more than one language version of a work is being catalogued, **field 012** is used to enter the MFN(s) of the records for the other language version(s). This information facilitates the retrieval of other language versions of the item.

DATA ENTRY

Enter the MFN of the other language version. If there is more than one MFN to be entered, separate the occurrences with a percentage sign.

Example

The system has obtained a report in three languages - English, French, and Spanish. A separate record has been created for each language version with MFNs 3101 (for the English version), 3102 (for the French version), and 3103 (for the Spanish version).

For the English version, enter: 3102%3103

For the French version, enter: 3101%3103

For the Spanish version, enter: 3101%3102

CHARACTERISTICS

Optional (Essential in a multilingual system)

Not repeatable

Not subfielded

Maximum length 2

PURPOSE

Field 020 is used to record the language of analysis, that is, the language of the system chosen to enter such elements as the notes, the abstract, and the descriptors.

SELECTION

Option 1: unilingual system

In a unilingual system, the language of analysis is the language of the system, i.e., the language of the users of the system.

Example

The text of the item is in English. The language of the system is Spanish. The language of analysis is therefore Spanish.

Option 2: multilingual system

1. If the language, or one of the languages, of the item is one of the languages of the system, select that language as the language of analysis.

   Example

   The languages of the system are French and English. The item is in French, therefore the language of analysis is French.

2. If the item is not written in one of the languages of the system, individual documentation centres may establish their own rules for choosing which of the languages of the system should be the language of analysis.

DATA ENTRY

Option 1: unilingual system

Using MICRO-ISIS, this field is created automatically at the time the record is copied to be sent to another system. (See system manager note below.)

Therefore, this field is left empty at the time of data entry.

Option 2: multilingual system

Enter the appropriate two-letter language code (selected from the list in Annex 8).

Example

Fr

SYSTEM MANAGER NOTE

1. For a unilingual system, this field should not appear on the data entry worksheet.

2. Whenever records from a unilingual system are being exported to a multilingual system, create this field, containing the language code corresponding to the language of the system, in the reformatting FST used in the MICRO-ISIS data exchange facility.

CHARACTERISTICS

Essential

Repeatable

Not subfielded

Maximum length 2

PURPOSE

Field 021 is used to enter the language or languages in which the item is written. It is used when a user wishes to retrieve only items in particular languages.

SELECTION

Do not enter languages in which only a summary or abstract of the text appears. Enter these languages in **field 022** - Language(s) of summaries.

Example

The item is written in Dutch with summaries in English and French. Enter the language code for Dutch in **field 021**.

DATA ENTRY

Enter the appropriate language code from Annex 8. When there is more than one language, separate the codes with a percentage sign.

Example

En%Fr%Es

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 2

PURPOSE

When the item contains summaries or abstracts of its contents in languages other than the language of the main text, **field 022** is used to enter the language(s) of the summaries.

SELECTION

Do not enter the language of the summary if it is the same as the language of the text.

Example

The item is written in Spanish with summaries in Spanish and English. Enter only the English language code in **field 022**.

DATA ENTRY

Enter the appropriate language code from Annex 8. If there is more than one language, separate the codes with a percentage sign.

Example

En%Fr

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

Field 100 is used to enter the title and subtitle of the item in hand, whether it be a monograph, a collection, or an analytic.

Note For guidance on retrieval on **fields 100** and **101**, see system manager note below.

SELECTION

1. Enter the title that is found on the title page of the item.
2. If there is no title page, select the title from the cover, half title page, spine, or other part of the item. If the title is cited in different ways on these parts of the item, choose the title by which it is most likely to be known.
3. If there are several language versions of the title, choose one language version for **field 100** and enter the other language versions in **field 101** - Parallel title(s). Choose, in order of preference:

   - the language of analysis,
   - the language best understood by the users, or
   - the title cited first on the title page, or title page substitute.

   Examples

   The item is written in Spanish and has parallel titles in Spanish, English and French. The language of analysis is English. Choose the English title.

   The item is written in Chinese and has parallel titles in Chinese and English. The language of analysis is French. Choose the English title.

   The item has text and parallel titles in German, Dutch, and Italian. The language of analysis is English. The German title appears first on the title page. Choose the German title.

4. If the item has no title, supply one in the language of analysis. The fact that the title is supplied is indicated by the fact that it is enclosed in square brackets (see paragraph 10 under data entry).

DATA ENTRY

1. Enter the selected title as it appears on the item.
2. Correct obvious typographical errors.
3. Capitalize the first letter of the title and of other words in the title that would normally be capitalized in the language involved (proper nouns in English, all nouns in German, etc.). Also capitalize the first letter of all significant words in the names of meetings, projects, and corporate bodies in the title.
4. Separate the title from the subtitle with a space colon space. Precede a supplement or a section with a period and a space.
5. Do not enter a period at the end of the title unless the last word is an abbreviation. However, enter other punctuation that may appear at the end of the title, such as a question mark or an exclamation mark.
6. Do not enter periods or spaces within an acronym.
7. Do not enter the hyphen in hyphenated words unless the two parts of the word can stand alone as separate words. (This is necessary because, when inverting words, MICRO-ISIS treats a hyphen as a word boundary.)

   Examples

   Enter: co-ordination as coordination
   inter-regional as interregional

   But retain the hyphen in:
   North-South
   round-table.

8. If the title begins with an article ("a", "an", "the", and their equivalents in other languages), enclose the article in triangular brackets < >. This device is used in MICRO-ISIS to allow the article to be ignored in an alphabetical title list. The triangular brackets do not appear in printed output.
9. If the only title on the item is in a non-Roman script, transliterate it according to the appropriate ISO standard for transliteration.[17]
10. If the title has been supplied by the documentalist because the item itself was lacking a title, enclose the supplied title in square brackets. Enclose each square bracket in triangular brackets: <[> <]>. This device ensures that the square brackets will be ignored when the title is included in an alphabetical title list. The triangular brackets will not appear in printed output. (See last example below.)

---

[17] Standards for the transliteration of Chinese, Japanese, Arabic, Hebrew, Greek, and Cyrillic are listed in the bibliography under the International Organization for Standardization.

11. If the title is unusually long, it may be abridged. Do not, however, omit words at the beginning of the title. Indicate omissions by inserting three dots.

12. If the title requires additional words to make it more meaningful, enclose the additions in square brackets. In this case, it is not necessary to enclose the square brackets in triangular brackets. (Do not add words at the beginning of the title.)

Examples

Canada and the Third World : what are the choices?

Is it tomorrow yet? : handbook for the educators of the very young

<El> petróleo y el desarrollo en Bolivia

International socioeconomic information systems : an evaluative study of DEVSIS-type programs

Sociétés japonaises de commerce général : leur rôle dans le développement économique

Population projections of Bangladesh 1975-2025 : under assumptions of decreasing fertility and decreasing mortality (df-dm) and constant fertility and decreasing mortality (cf-dm)

International Symposium on Pastures in the Tropics and Subtropics : proceedings of a symposium on tropical agriculture research

Crise alimentaire en Afrique tropicale : le défi de l'IITA

Activities of the Advisory Committee on Science and Technology for Development

Pricing, subsidies, and related policies in food and agriculture

Consideration of the reports of the 1983 panels of the Advisory Committee : reinforcement of linkages between research and development activities and the production system : report of the Ad Hoc Panel of Specialists ...

Report on NHSCP [National Household Survey Capability Programme] study. Supplement 1

Consultant's report [on management control systems]

<[>Thatch : a bibliography<]>

SYSTEM MANAGER NOTE

In the FST for the inverted file, **fields 100** and **101** have both been assigned the field identifier 100. To retrieve a title regardless of which of these two fields it is in, use field identifier 100.

Example

To retrieve the title Tesauro OIT, use the search expression:

TESAURO (F) OIT/(100)

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

Maximum length 500

PURPOSE

When the same title appears on the item in more than one language, **field 101** is used to enter the language versions not selected for entry in **field 100** - Title.

Note For guidance on retrieval on this field, see **field 100**, system manager note.

SELECTION

Select each of the language versions of the title not entered in **field 100**.

Option

Ignore titles in non-Roman scripts.

DATA ENTRY

1. Follow the rules for data entry under **field 100**.
2. If there is more than one title to be entered in the field, separate the occurrences with a percentage sign.

Example

Field 100:	ILO thesaurus : labour, employment and training terminology
Field 101:	Thésaurus BIT : terminologie du travail, de l'emploi et de la formation%Tesauro OIT : terminología de trabajo, empleo y formación

SYSTEM MANAGER NOTE

1. In the display format, **field 101** is printed directly after **field 100**, and a space equals sign space (=) is supplied in front of each occurrence of **field 101** (ISBD and AACR2 punctuation).

Example

ILO thesaurus : labour, employment and training terminology = Thésaurus BIT : terminologie du travail, de l'emploi et de la formation = Tesauro OIT : terminología de trabajo, empleo y formación

2. In the FST for the inverted file, **fields 100** and **101** have both been assigned the field identifier 100. To retrieve a title regardless of which of these two fields it is in, use field identifier 100.

   Example

   To retrieve the title Tesauro OIT, use the search expression:

   TESAURO (F) OIT/(100)

CHARACTERISTICS

Optional (Mandatory in systems that require a title in English)

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

In information systems where the title of the document must appear in one of the languages of the system, **field 102** is used when the language of analysis is English and the title entered in **field 100** - Title is in a language other than English.

SELECTION

1. If an English translation of the title appears on the title page or title page substitute of the item, it will be selected for entry in **field 100** (see paragraph 3 of the selection guidelines under **field 100**), and **field 102** will be left empty.

2. If an English translation of the title is found in the introduction, or in material accompanying the item, use that title for entry in **field 102**.

3. If no translation of the title can be found, the documentalist must supply one.

Example 1

The item is written in Arabic and has parallel titles in Arabic and English. The language of analysis is English, and the English title has been selected for entry in **field 100**.

Do not enter anything in **field 102**.

Example 2

The item is written in Dutch. In a subsequent volume issued by the same organization, a preface in English has been supplied that cites the title of its predecessor in English. The language of analysis is English.

Enter the Dutch title in **field 100** and the English translation in **field 102**:

Field 100:	Ontwikkelingsgericht onderzoek : een inventarisatie van Nederlands maatschappijwetenschappelijk onderzoek met betrekking tot ontwikkelingslanden en de ontwikkelingsproblematiek
Field 102:	Development-related research : an inventory of Dutch social science research on developing countries and their development problems

Example 3

The item is written in French. The language of analysis is English.

Enter the French title in **field 100** and translate the title into English and enter the translation in **field 102**:

Field 100:	Production agricole des femmes et les conditions de leur intégration dans les coopératives du Niger
Field 102:	Agricultural production by women and the conditions of their integration into the cooperatives of Niger

DATA ENTRY

Follow the guidelines for data entry under **field 100**.

CHARACTERISTICS

Optional (Mandatory in systems that require a title in French)

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

In information systems where the title of the document must appear in one of the languages of the system, **field 103** is used when the language of analysis is French and the title entered in **field 100** - Title is in a language other than French.

SELECTION

1. If a French translation of the title appears on the title page or title page substitute of the item, it will be selected for entry in **field 100** (see paragraph 3 of the selection guidelines under **field 100**), and **field 103** will be left empty.

2. If a French translation of the title is found in the introduction, or in material accompanying the item, use that title for entry in **field 103**.

3. If no translation of the title can be found, the documentalist must supply one.

Examples

The item is written in Arabic and has parallel titles in Arabic and French. The language of analysis is French, and the French title has been selected for entry in **field 100**.

Do not enter anything in **field 103**.

The item is written in Portuguese. A letter accompanying the item gives its title in French. Enter this title in **field 103**.

Field 100: Cabo Verde : classes sociais, estrutura familiar, migrações

Field 103: Cap Vert : classes sociales, structure familiale, migrations

The item is written in English. The language of analysis is French.

Enter the English title in **field 100**, translate the title into French, and enter the translation in **field 102**.

Field 100: Rural China today
Field 102: <La> Chine rurale aujourd'hui

DATA ENTRY

Follow the guidelines for data entry under field 100.

CHARACTERISTICS

Optional (Mandatory in systems that require a title in Spanish)

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

In information systems where the title of the document must appear in one of the languages of the system, **field 104** is used when the language of analysis is Spanish and the title entered in **field 100** - Title is in a language other than Spanish.

SELECTION

1. If a Spanish translation of the title appears on the title page or title page substitute of the item, it will be selected for entry in **field 100** (see paragraph 3 of the selection guidelines under **field 100**), and **field 104** will be left empty.
2. If a Spanish translation of the title is found in the introduction, or in material accompanying the item, use that title for entry in **field 104**.
3. If no translation of the title can be found, the documentalist must supply one.

Examples

The item is written in English and has parallel titles in English and Spanish. The language of analysis is Spanish, and the Spanish title has been selected for entry in **field 100**.

Do not enter anything in **field 104**.

The item is written in Portuguese. The language of analysis is Spanish. Enter the Portuguese title in **field 100**, translate the title into Spanish, and enter the translation in **field 104**.

Field 100: Cabo Verde : classes sociais, estrutura familiar, migrações

Field 104: Cabo Verde : classes sociales, estructura familiar, migraciones

DATA ENTRY

Follow the guidelines for data entry under **field 100**.

CHARACTERISTICS

Optional (Mandatory in systems that require a title in the language of the system, when this is not English, French, or Spanish)

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

In information systems where the title of the document must in one of the languages of the system, **field 105** is used when the title entered in **field 100** - Title is in a language other than the language of analysis, and when the language of analysis is neither English, French, nor Spanish.

SELECTION

Follow the guidelines for selection under **fields 102** to **104**.

DATA ENTRY

Follow the rules for data entry under **field 100**.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded ^a Personal author
^b Role

Maximum length 80

PURPOSE

Field 110 is used to enter the name of the person or persons responsible for the intellectual content of the work, and, when the person is the editor or the compiler, the relationship of the person to the work.

SELECTION

1. Enter the name of each author, editor, or compiler.

2. Do not select the names of translators or illustrators, unless the item is likely to be looked for under these names.

3. Do not select the names of persons responsible only for the foreword or the preface.

DATA ENTRY

1. Enter the names in the order in which they appear on the item.

2. Enter the subfields in the form:

   ^aPersonal author^brole

3. When there is more than one author, separate the occurrences with a percentage sign.

   Example

   ^aBlake, William^bed.%^aArnold, Matthew^bed.

Subfield a: personal author

1. If you are using a personal name authority file, enter the name as it is found in the authority file.

2. If the name is not in the authority file, or if you are not using an authority file, follow the rules in Annex 1: Guidelines for personal author names.

3. Precede each personal author name with the subfield delimiter **^a**.

   Examples

   ^**a**McKenzie, Robert J.
   ^**a**Woh, Ho Suh
   ^**a**Al-Tayyeb, M.A.
   ^**a**Palmer, Ingrid
   ^**a**Saint-Gérard, Yolande

Subfield b: role

1. Enter the role only if the person is an editor or a compiler.
2. Enter the abbreviations ed. or comp.
3. Precede the role with the subfield delimiter **^b**.

   Examples

   ^**a**Morales-Gomez, María^**b**ed.
   ^**a**Fortunato, Francesca^**b**comp.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded	**Either**	^a Main body ^b Sub-body ^c Place ^d Country code	**or**	^z Authority code

Maximum length 500

PURPOSE

Field 111 is used to enter the name of each corporate body that has intellectual responsibility for the item.

> **Note 1.** Corporate bodies that only sponsored or funded the work are not entered here, but in **field 113** - Other associated institution(s).
>
> **Note 2.** Names of meetings, conferences, workshops, etc. are not entered here, but in **field 114** - Meeting.
>
> **Note 3.** Names of projects are not entered here, but in **field 142** - Project.
>
> **Note 4.** For guidance on retrieval on **fields 111 to 113**, see system manager note below.

SELECTION

1. Enter each body that is cited on the item as having intellectual responsibility for the work.
2. Do not enter the names of bodies that only published, sponsored, or funded the work.
3. If there is a doubt as to role of the body cited on the work, enter it in **field 111** rather than in **field 113** - Other associated institution(s).
4. If the name of the body is cited on the item in more than one official language version, select, in order of preference, the version corresponding to:
   - the language of analysis, then
   - the language of the item.
5. If the name of the body has changed, select the name used by the body at the time the item was published or issued.

Example 1

The item is a study by the United Nations Population Division. The preface states that the work was funded by the United Nations Fund for Population Activities (UNFPA).

Field 111: UN. Population Division

Field 113: UNFPA

Example 2

At the top of the title page of the item are printed the names of two government ministries. Their relationship to the work is not stated. Enter both bodies in **field 111**.

Example 3

The item is a directory written by the OECD Development Centre. The text is in both English and French, and the organization's name appears on the item in its official languages - English and French. The language of analysis is French.

Field 111: OCDE. Centre de Développement

DATA ENTRY

Option 1: manual Corporate Name Authority File

1. If you are using a manual Corporate Name Authority File (e.g., in the form of a card index), enter the corporate body as it is found in your authority file. If there is no entry for the body in the authority file, establish an entry according to the rules in Annex 2.

2. Enter the corporate body in the form:

   ^**a**Main body^**b**Sub-body^**c**Place^**d**Country code

3. If there is no sub-body, do not enter **subfield b**. (See example 3 below.)

4. If there are more than two levels in the hierarchy, enter the second and subsequent levels in **subfield b**. Separate the sub-bodies in **subfield b** with a period and a space. (See example 4 below.)

   Note The name of a government is not considered to constitute a hierarchical level on its own. (See example 2 below.)

5. Enter the place where the body is located in **subfield c**. Follow the guidelines for entering place names in Annex 5.

   Exception Do not enter the place when the body is entered as a subheading under the name of a government. (See example 2 below.)

6. Enter in **subfield d** the ISO two-letter country code (Annex 10), corresponding to the country where the body is located.

7. If more than one body is to be entered in the field, separate the occurrences with a percentage sign. (See example 5 below.)

Example 1

^**a**University of Dar-es-Salaam^**b**Traditional Medicine Research Unit^cDar-es-Salaam^**d**TZ

Example 2

^**a**Gambia. Ministry of Agriculture and Natural Resources^**b**Department of Animal Husbandry^**d**GM

Example 3

^**a**Université d'Abidjan^cAbidjan^**d**CI

Example 4

^**a**OECD^**b**Development Centre. External Cooperation Sector^cParis^**d**FR

Example 5

^**a**International Institute of Tropical Agriculture^cIbadan ^**d**NG**%**^**a**University of Ife^**b**Institute of Agricultural Research and Training^cIbadan^**d**NG

Option 2: computerized corporate name authority records

1. If you have computerized corporate name authority records linked to the bibliographic records, as described in Section 8 of the Introduction and in Annex 2, enter the appropriate authority code for the body (i.e., the MFN of the authority record) in **subfield z**. This can be found either by retrieving the authority record on-line, or by consulting a printout of the authority records. If there is no authority record for the body, create one following the rules in Annex 2.

2. Enter the body in **field 111** in the form:

   ^zAuthority code

3. If more than one body is to be entered, separate the occurrences with a percentage sign.

Examples

^z1039

^z223**%**^z2606

SYSTEM MANAGER NOTE

1. In the FST for the inverted file, **fields 111**, **112**, and **113** have all been assigned the field identifier 111. To retrieve a corporate body regardless of which of these three fields it is in, use field identifier 111.

Example 1 (manual Corporate Name Authority File)

To retrieve all items with which the International Institute of Tropical Agriculture is associated, either as author, affiliation, sponsor or funder, use the search expression:

INTERNATIONAL (F) INSTITUTE (F) TROPICAL (F) AGRICULTURE/(111)

Example 2 (computerized corporate name authority records)

Use the authority code of the body in the search expression:

1023/(111)

Note With version 2.32 of MICRO-ISIS, it is possible to search on words in the main body and sub-body, using the search expression in example 1 above (refer to Annex 19, Section IX - Inversion).

2. The display formats provided on the first diskette use a CDS/ISIS PASCAL language exit to provide the punctuation between the subfields. The language imposes a limit of 255 characters to data passed to the exit. Problems may occur if more than 255 characters are entered in **fields 111, 112, 113**, or **211**. Refer to the section on display formats in Annex 19 for more information and an alternate method of formatting corporate names.

CHARACTERISTICS

Optional

Not repeatable

Subfielded **Either** **^a** Main body or **^z** Authority code
^b Sub-body
^c Place
^d Country code

Maximum length 500

PURPOSE

Field 112 is used to enter the name of the institution where the author of the item works. It is often useful to be able to contact the author of an article or a paper directly to obtain a copy of the work. If there is more than one personal author, only the affiliation of the first-named author is entered.

SELECTION

1. Enter only one affiliation in **field 112**. If there is more than one author, enter the affiliation of the first-named author.

2. Do not enter affiliation if it is the same as the corporate author entered in **fields 111** or **211**, or the same as the body entered in **field 113** - Other associated institution(s).

3. If the name of the affiliation is cited on the item in more than one official language version, select, in order of preference, the version corresponding to:

   - the language of analysis, then
   - the language of the item.

   Example 1

   The item is a journal article. The author's normal place of work is the Institut Africain de Développement Economique et de Planification.

   Enter the Institut Africain de Développement Economique et de Planification in **field 112**.

   Example 2

   The item is a conference paper written jointly by two authors. The affiliation of the first named author is the International Planned Parenthood Federation (IPPF) and that of the second author is the United Nations Population Division.

   Enter the IPPF in **field 112**.

Example 3

The item is a chapter from a monograph. The author's normal place of work is the OECD, which is also the corporate author of the monograph. The OECD is entered in **field 211** - Corporate author(s) - parent.

Do not enter anything in the affiliation field.

Example 4

The item is the proceedings of a conference sponsored by the IDRC and edited by a staff member of the IDRC. The editor is entered as the personal author. IDRC is entered in **field 113** - Other associated institution(s).

Do not enter anything in the affiliation field.

DATA ENTRY

Option 1: manual Corporate Name Authority File

1. If you are using a manual Corporate Name Authority File (e.g., one in the form of a card index), enter the affiliation as it is found in your authority file. If there is no entry for the body in the authority file, establish an entry according to the rules in Annex 2.

2. Enter the affiliation in the form:

   ^**a**Main body^**b**Sub-body^**c**Place^**d**Country code

3. If there is no sub-body, do not enter **subfield b**. (See example 3 below.)

4. If there are more than two levels in the hierarchy, enter the second and subsequent levels in **subfield b**. Separate the sub-bodies in **subfield b** with a period and a space.

   Note The name of a government is not considered to constitute a hierarchical level on its own. (See example 2 below.)

5. Enter the place where the body is located in **subfield c**. Follow the guidelines for entering place names in Annex 5.

   Exception Do not enter the place when the body is entered as a subheading under the name of a government. (See example 2 below.)

6. Enter in **subfield d** the ISO two-letter country code (Annex 10), corresponding to the country where the body is located.

   Examples

   ^**a**University of Michigan^**b**Center for Research in Economic Development^**c**Ann Arbor, MI^**d**US

   ^**a**Maroc. Ministère de l'Agriculture et de la Réforme Agraire^**d**MA

   ^**a**Deutsche Gesellschaft für Technische Zusammenarbeit^**c**Eschborn^**d**DE

Option 2: computerized corporate name authority records

1. If you have computerized corporate name authority records linked to the bibliographic records, as described in Section 8 of the Introduction and in Annex 2, enter the appropriate authority code for the body (i.e., the MFN of the authority record) in **subfield z**. This can be found either by retrieving the authority record on-line, or by consulting a printout of the authority records. If there is no authority record for the body, create one following the rules in Annex 2.

2. Enter the body in **field 112** in the form:

   ^zAuthority code

   Example

   ^z2256

SYSTEM MANAGER NOTE

1. In the FST for the inverted file, **fields 111, 112,** and **113** have all been assigned the field identifier 111. To retrieve a corporate body regardless of which of these three fields it is in, use field identifier 111.

   Example 1 (manual Corporate Name Authority File)

   To retrieve all items with which the International Institute of Tropical Agriculture is associated, either as author, affiliation, sponsor, or funder, use the search expression:

   INTERNATIONAL (F) INSTITUTE (F) TROPICAL (F) AGRICULTURE/(111)

   Example 2 (computerized corporate name authority records)

   Use the authority code of the body in the search expression:

   1023/(111)

   Note With version 2.32 of MICRO-ISIS, it is possible to search on words in the main body and sub-body, using the search expression in example 1 above (refer to Annex 19, Section IX - Inversion).

2. The display formats provided on the first diskette use a CDS/ISIS PASCAL language exit to provide the punctuation between the subfields. The language imposes a limit of 255 characters to data passed to the exit. Problems may occur if more than 255 characters are entered in **fields 111, 112, 113,** or **211**. Refer to the section on display formats in Annex 19 for more information and an alternate method of formatting corporate names.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded	Either	^a Main body ^b Sub-body ^c Place ^d Country code ^e Role	or	^z Authority code ^e Role

Maximum length 500

PURPOSE

Field 113 is used to enter the names of corporate bodies that:

- funded the work, for example, the funder of a project or meeting,
- sponsored the work, for example, the organizer of a meeting, or
- granted the degree for which a thesis was written.

SELECTION

1. Do not enter in **field 113** a body that has already been entered as corporate author in **fields 111** or **211** (example 2).
2. Enter each of the bodies cited as having one of the three roles listed under purpose above.
3. When the item is the report of a conference, enter the sponsor or funder of the conference. However, if the item is a paper presented at the conference, do not enter the sponsor or funder of the conference (example 3).
4. If the name of the body appears on the item in more than one official language version, select, in order of preference, the version corresponding to:
   - the language of analysis, then
   - the language of the item.

Example 1

The item is a report of a project funded by the UNDP. It is written by an expert attached to the United Nations Statistical Office. The author of the report is entered in **field 110** - Personal author; the UN. Statistical Office is entered in **field 112** - Affiliation; the UNDP is entered as funding institution in **field 113**.

Example 2

The item is a report, written by the FAO, of a meeting that was sponsored by the FAO. The FAO is entered as corporate author in **field 111**. It is, therefore, not entered in **field 113**.

Example 3

The item is a paper presented by a researcher attached to the Commonwealth Scientific and Industrial Research Organization at a conference sponsored by the FAO.

The author of the report is entered in **field 110** - Personal author; the Commonwealth Scientific and Industrial Research Organization is entered in **field 112** - Affiliation. Nothing is entered in **field 113**.

Example 4

The item is a Ph.D. thesis presented to Harvard University. Enter Harvard University in **field 113**.

DATA ENTRY

Option 1: manual Corporate Name Authority File

1. If you are using a manual Corporate Name Authority File (e.g., in the form of a card index), enter the corporate body as it is found in your authority file. If there is no entry for the body in the authority file, establish an entry according to the rules in Annex 2.

2. Enter the body in the form:

   ^aMain body^bSub-body^cPlace^dCountry code^eRole

3. If there is no sub-body, do not enter **subfield b**. (See example 3 below.)

4. If there are more than two levels in the hierarchy, enter the second and subsequent levels in **subfield b**. Separate the sub-bodies in **subfield b** with a period and a space.

   Note The name of a government is not considered to constitute a hierarchical level on its own. (See example 2 below.)

5. Enter the place where the body is located in **subfield c**. Follow the guidelines for entering place names in Annex 5.

   Exception Do not enter the place when the body is entered as a subheading under the name of a government. (See example 2 below.)

6. Enter in **subfield d** the ISO two-letter country code (Annex 10), corresponding to the country where the body is located.

7. In **subfield e**, enter one of the following roles (or their equivalents in the language of analysis):
   ^eFunder

   ^eSponsor

   ^eDegree granting inst.

8. If more than one body is to be entered in the field, separate the occurrences with a percentage sign. If two or more bodies have the same role, enter the role for each body. (See example 4 below.)

Example 1

^aUniversité de Clermont I^bCentre d'Etudes et de Recherches sur le Développement International^cClermont-Ferrand^dFR^eSponsor

Example 2

^aMali. Ministère de l'Agriculture^dML^eSponsor

Example 3

^aUNDP^cNew York, NY^dUS^eFunder

Example 4

^aFAO^cRoma^dIT^eSponsor%^aIAEA^cWien^dAT^eSponsor

Example 5

^aHarvard University^cCambridge, MA^dUS^eDegree granting inst.

Option 2: computerized corporate name authority records

1. If you have computerized corporate name authority records linked to the bibliographic records, as described in Section 8 of the Introduction and in Annex 2, enter the appropriate authority code for the body (i.e., the MFN of the authority record) in **subfield z**. This can be found either by retrieving the authority record on-line, or by consulting a printout of the authority records. If there is no authority record for the body, create one following the rules in Annex 2.

2. Enter the body in **field 113** in the form:

   ^zAuthority code^eRole

3. In **subfield e**, enter one of the following roles (or their equivalents in the language of analysis):

   ^eFunder

   ^eSponsor

   ^eDegree granting inst.

4. If more than one body is to be entered, separate the occurrences with a percentage sign. If two or more bodies have the same role, enter the role for each body.

Examples

^z5750^eFunder

^z1723^eSponsor%^z540^eSponsor

^z711^eDegree granting inst.

SYSTEM MANAGER NOTE

1. In the FST for the inverted file, **fields 111, 112**, and **113** have all been assigned the field identifier 111. To retrieve a corporate body regardless of which of these three fields it is in, use field identifier 111.

   Example 1 (manual Corporate Name Authority File)

   To retrieve all items with which the International Institute of Tropical Agriculture is associated, either as author, affiliation, sponsor or funder, use the search expression:

   INTERNATIONAL (F) INSTITUTE (F) TROPICAL (F) AGRICULTURE/(111)

   Example 2 (computerized corporate name authority records)

   Use the authority code of the body in the search expression:

   1023/(111)

   Note With version 2.32 of MICRO-ISIS, it is possible to search on words in the main body and sub-body, using the search expression in example 1 above (refer to Annex 19, Section IX - Inversion).

2. The display formats provided on the first diskette use a CDS/ISIS PASCAL language exit to provide the punctuation between the subfields. The language imposes a limit of 255 characters to data passed to the exit. Problems may occur if more than 255 characters are entered in **fields 111, 112, 113**, or **211**. Refer to the section on display formats in Annex 19 for more information and an alternate method of formatting corporate names.

CHARACTERISTICS

Mandatory (except for **subfield e** which is Optional)

Repeatable

Subfielded	^a Meeting name and number ^b Place ^c Country code ^d Dates ^e Date - ISO form

Maximum length 500

PURPOSE

When the item is associated with a meeting, conference, seminar, workshop, etc., such as a paper presented at a conference, or the proceedings of a meeting, **field 114** is used to enter the information about the meeting.

SELECTION

1. Enter one meeting statement for each meeting associated with the item. (For an example of a joint report of two meetings, see example 3 under "Examples of complete field".)

2. If the item is associated with a meeting that takes place consecutively in more than one location, enter a complete meeting statement for each location. (See example 4 under "Examples of complete field".)

3. When the meeting name appears in several forms, select the form that is most complete, and that appears to be the official name of the meeting.

4. When the name of the meeting appears in several language versions, select, in order of preference, the language version corresponding to:

   - the language of analysis, then
   - the language best understood by the users.

DATA ENTRY

1. Enter the meeting statement in the form:

   ^aMeeting name, Number^bPlace^cCountry code^dDates^eDate - ISO form

2. When more than one meeting is to be entered, separate the occurrences with a percentage sign.

Subfield a: meeting name and number

1. Capitalize the first letter of each significant word.

2. Omit words at the beginning of the name that indicate frequency, such as "Annual" or "Biennial".

3. Do not begin the name with the meeting number. If the meeting statement includes a number, enter it after the name. Precede the number with a comma and a space.

4. Use the following abbreviations for numbers:

English:	1st		2d		3d		4th	etc.
French:	1er	1ère	2e		3e			etc.
Spanish:	1o	1a	2o	2a	3o	3a		etc.

Subfield b: place

1. Enter the place in which the meeting was held following the guidelines for entering place names in Annex 5.

Subfield c: country code

1. Enter the ISO two-letter country code (Annex 10) for the country in which the meeting was held.

Subfield d: dates

1. Enter the date or the inclusive dates on which the meeting was held in the form:

   Day Month Year

   Day-Day Month Year

   Day Month-Day Month Year

   Day Month Year-Day Month Year

2. Enter the names of the months in order of preference in:

   - the language of the meeting name, then
   - the language of analysis.

3. Abbreviate the names of the months using the abbreviations in Annex 7.

   Examples

   ^d6-11 jun 1988

   ^d9 ago 1986

   ^d30 May-4 Jun 1988

   ^d29 déc 1983-5 jan 1984

Option: subfield e: Date - ISO form

Documentation centres that wish to sort meeting papers by the date of the meeting should adopt **subfield e**. Enter only the opening date of the meeting in ISO[18] form.

Enter the opening date in the form:

YYYY-MM-DD

where YYYY is the year, MM is the month and DD is the day.

Example

The dates of the meeting are 30 May-4 Jun 1988.

Enter: ^e1988-05-30

Examples of complete field

Example 1

^aWorkshop on Pasture Improvement Research in Eastern and Southern Africa^bHarare^cZW^d17-21 Sep 1984

Example 2

^aConférence pour la Protection de la Faune, lère^bBangui^cCF^d29 oct-9 nov 1986^e1986-10-29

Example 3

^aIndian Ocean Fishery Commission, 7th Session^bBali^cID^d11-18 Nov 1982%^aIndo-Pacific Fishery Commission, 20th Session^bBali^cID^d11-18 Nov 1982

Example 4

^aTechnical Meeting on Common Methodologies^bOttawa, ON^cCA^d3-7 Nov 1981%^aTechnical Meeting on Common Methodologies^bMont Ste Marie, PQ^cCA^d9-13 Nov 1981

SYSTEM MANAGER NOTE

The display formats provided on the first diskette use a CDS/ISIS PASCAL language exit to provide the punctuation between the subfields. The language imposes a limit of 255 characters to data passed to the exit. Problems may occur if more than 255 characters are entered in **field 114**. Refer to the section on display formats in Annex 19 for more information and an alternate method of formatting meetings.

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[18] International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

120 EDITION

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 25

PURPOSE

Field 120 is used to enter the edition statement found on the item when the item is:

- a second or subsequent edition of a work,
- a draft or preliminary version of the work, or
- an abridged edition.

Note This field is also entered when the item is a chapter from a monograph or from a collection (bibliographic level AM and AC).

DATA ENTRY

1. Enter the edition statement in the language of analysis.

2. Use the following abbreviations:

a) Numbers:

English:	1st		2d		3d		4th	etc.
French:	1er	1ère	2e		3e			etc.
Spanish:	1o	1a	2o	2a	3o	3a		etc.

b) Words:

abbreviated	abbr.
abrégée, abreviada	abr.
aumentada	aum.
borrador	borr.
corrected, corrigée, corregida	corr.
edition, edición	ed.
édition	éd.
enlarged	enl.
revised, revue, revisada	rev.
révisée	rév.
preliminary version	prelim. version
version préliminaire	v. prél.
versión preliminar	v. prel.

Examples

English:
2d ed.
3d rev. ed.
Prelim. version
4th ed. rev. and enl.
Draft

French:
2e éd.
3e éd. rév. et corr.
V. prél.

Spanish:
2a ed.
3a ed. aum. y corr.
V. prel.

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded **^a** Publication place
^b Publisher
^c Country code

Maximum length 250

PURPOSE

Field 121 is used to enter the name and location of the body responsible for publishing or issuing the item.

Exception This field is left empty if the item is an article from a periodical (bibliographic level AS).

SELECTION

1. When the item is an article from a periodical (i.e., with bibliographic level AS) leave **field 121** empty.

2. When the item is a monograph or a collection, or part of a monograph or collection (i.e., with bibliographic level AM, AC, M, C, MC, or MS) enter the body cited on the item as being the publisher.

3. If more than one publisher is mentioned on the item, enter the one that appears most prominently, or the one that appears first. Mention of the other publisher may be made in a note (**field 150**).

4. When no publisher is mentioned on the item, enter the name of the issuing body, i.e., the institution at which the item was produced.

5. When the name of the issuing body can not be determined, enter s.n. (which is an abbreviation for the Latin phrase sine nomine, meaning without name).

DATA ENTRY

Enter the field in the form:

^**a**Place^**b**Publisher^cCountry code

Subfield a: publication place

1. Enter the place where the item was published or issued, i.e., the location of the publisher or issuing body selected for this field.

2. Follow the guidelines for entering place names in Annex 5.

3. If the publisher has more than one location, select the place mentioned most prominently, or the one mentioned first.

4. If no place is mentioned, enter the probable place, enclosed in parentheses.

5. If a probable place of publication or issue can not be determined, enter s.l. (abbreviation of the Latin phrase sine loco, meaning no place).

Subfield b: publisher

1. Enter the name of the publisher in the shortest form in which it can be understood and identified internationally.

2. If the publisher is a body already entered in another field, such as the corporate author field, or the monographic series statement, enter an abbreviated form of the name of the body in the publisher field.

3. Omit words such as Company, Limited, Incorporated, or Publisher, and their equivalents in other languages.

4. When the publisher name contains several hierarchical levels, enter the levels in the order shown on the item. Omit levels that are not necessary to identify the body (example 5).

Example 1

The publisher is the American Library Association. The body has already been entered in full in the corporate author field.

Enter: ^**b**ALA

Example 2

The publisher's name appears as Faber and Faber.

Enter: ^**b**Faber

Example 3

The publisher's name appears as Sansoni Editore.

Enter: ^**b**Sansoni

Example 4

The publisher's name appears as Institute for Small-Scale Industries, University of the Philippines

Enter: ^**b**Institute for Small-Scale Industries, University of the Philippines.

Example 5

The name of the issuing body appears as Direction Nationale de la Statistique et de l'Informatique, Ministère du Plan.

Enter: ^**b**Direction Nationale de la Statistique et de l'Informatique

Subfield c: country code

Enter the ISO two-letter country code (Annex 10) corresponding to the country of publication.

Examples of complete field

^aChicago, IL^bALA^cUS

^aGenève^bBIT^cCH

^aAnn Arbor, MI^bUniversity Microfilms^cUS

^aKuala Lumpur^bAsian and Pacific Development Centre^cMY

^a(Addis Ababa)^bPopulation Division, ECA^cET

^as.l.^bs.n.^cIN

SYSTEM MANAGER NOTE

In the display format, a space, a colon, and a space are supplied in front of **subfield b** (AACR2 and ISBD punctuation).

Example

London : Butterworths

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 30

PURPOSE

Field 122 is used to enter the date of publication or issue of the item. In addition, this date is entered in standardized form in **field 123**.

SELECTION

1. When the item is:

   - a **monograph or collection**, enter the date of the edition in hand;
   - a **collection**, of which the various volumes bear different dates, enter the first and last years, separated by a hyphen;
   - **part of a monograph**, enter the date of publication of the monograph;
   - an **unpublished item**, enter the date as found on the item;
   - a **thesis**, enter the date of submission; or
   - a **periodical article**, enter the date of the periodical issue.

2. The date of publication or issue is usually found on the back of the title page. However, it may also be found on the cover, on the title page, in the preface, at the end of the text, on the back cover, or elsewhere on the item.

3. When a full date is provided on the item (i.e., day/month/year, or month/year, or season/year) enter the full date.

4. When both an edition date and the date of printing are mentioned, select the date of the edition in hand (example 1).

5. When no date of publication or issue appears on the item, select a probable date, which will be the most recent date cited in the tables, the bibliography, etc. plus 1 year. Enter the probable date in parentheses (example 6).

   Example 1

   On the back of the title page is the statement: "First published 1974. Second edition 1980. Reprinted 1984."

   Enter the date of the most recent edition: 1980

Example 2

The item is a three-volume work of which the first volume was published in 1984, the second in 1985, and the third in 1986.

Enter: 1984-1986

Example 3

The item is a typewritten report. The date 2nd October 1985 appears on the cover page.

Enter: 2 Oct 1985

Example 4

The item is a periodical article appearing in the January 1987 issue of _Tropical doctor_.

Enter: Jan 1987

Example 5

The item is a periodical article. The date of the periodical issue is "Spring 1988".

Enter: Spring 1988

Example 6

The item is undated. The most recent entry in the bibliography appended to the item is dated 1985. You judge that the probable date of issue is 1986.

Enter: (1986)

DATA ENTRY

1. Enter the names of months in the language of analysis. Use the abbreviations of names of months in Annex 7.
2. Enter the names of seasons in full in the language of analysis.
3. When a probable date has been supplied by the documentalist, enter it in parentheses.

Examples

1980

1984-1986

Jan 1987

Hiver 1988

6 jun 1988

(1985)

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 123 is used to enter the date of publication or issue of the item in a form that will facilitate on-line retrieval, i.e., following the international standard for writing dates in all-numeric form.[19]

It is entered in addition to **field 122** - Date of publication/issue - Free form.

SELECTION

1. Select the date that was selected for entry in **field 122**.
2. When the entry in **field 122** includes a first and last date, enter only the last date in **field 123**.

DATA ENTRY

Enter the date in the form:

YYYY-MM-DD

where YYYY is the year, MM is the month, and DD the day.

Examples

Date in free form	**Date in ISO form**
1980	1980-00-00
1984-1986	1986-00-00
2 Oct 1985	1985-10-02
Jan 1987	1987-01-00
Spring 1988 (published in the Northern Hemisphere)	1988-04-00
(1986)	1986-00-00
1-7 Apr 1976	1976-04-07

---

[19] International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

SYSTEM MANAGER NOTE

Field 123 is used for retrieval on date. It is not included in the display format for the user. Retrieval on this field should normally be done using the right-truncation feature in MICRO-ISIS.

Examples

1986$	to retrieve items published in 1986.
198$	to retrieve items published between 1980 and 1989.
1986$ + 1987$ + 1988$	to retrieve all items published between 1986 and 1988.

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded	^**a** Number of pages/pieces ^**b** Description ^c Dimensions

Maximum length 40

PURPOSE

When the item being catalogued is a monograph or a collection, **field 130** is used to enter the physical description of the item.

Note 1 Do not use **field 130** for a chapter from a book or a collection, or for an article from a periodical (bibliographic level AM, AC, or AS). Instead, use **field 131** - Part statement.

Note 2 When the item is one volume of a collection (bibliographic level MC), enter the pagination and description of the item in **field 130** and the volume number in **field 131** - Part statement.

SELECTION AND DATA ENTRY

1. Enter the collation in the language of analysis.
2. Enter the field in the form:

   ^aNumber of pages/pieces^bDescription^cDimensions

Subfield a: number of pages/pieces

1. When the item is:

   - a **monograph**, enter the number of pages in the main sequence of numbered pages;
   - a **monograph with several sequences of numbered pages**, enter the total number of pages, or, if this can not be done readily, enter "1 v. (various pagings)", or its equivalent in the language of analysis;
   - a **monograph with unnumbered pages**, count the number of pages. If this cannot be done readily, enter an approximate number and precede the number by the abbreviation ca.

     Note This rule also applies to a reprint that was originally part of a larger item, and that retains the original pagination. (See **field 140** - Monographic series, selection, paragraph 3.)

   - a **loose-leaf publication**, enter the number of volumes, and the designation "(loose-leaf)", or its equivalent in the language of analysis;
   - a **collection**, enter the number of volumes;

- **cartographic material**, enter the number and type of physical pieces; or
- **audiovisual material**, enter the number and type of physical pieces, and, where applicable, the duration.

2. Use the following abbreviations:

pages, paginas	p.
volumes, volumen	v.
minutes	min.

Enter designations such as microfiches, sound cassettes, and film reels, in full.

3. Leave one space after the number.

Examples

^a194 p.

^aca. 100 p.

^a1 v. in various pagings

^a1 v. en paginación variada

^a1 v. en paginations diverses

^a1 v. (loose-leaf)

^a3 v.

^a15 maps

^a1 sound cassette (60 min.)

^a1 film reel (30 min.)

^a1 videocassette (24 min.)

Subfield b: description

1. Enter in **subfield b** notes concerning the presence of illustrations, maps, tables, bibliographies, etc., and, for audiovisual material, notes concerning colour, sound characteristics, etc.
2. Enter notes concerning accompanying material in **field 150** - **Notes**.
3. Use appropriate abbreviations in the language of analysis.
4. Separate each element by a comma and a space.

Examples

^bill.

^bill., maps

^bbibliog. p. 170-179

^bgraphs, 55 ref.

^bsd., b&w

Subfield c: dimensions

1. **Subfield c** is used to enter the dimensions of audiovisual material. Its use for recording the dimensions of printed material is optional.

   Example

   16 mm.

Examples of complete field

^a163 p.

^a300 p.^b150 ref.

^a2 v.^bmaps, tables

^a1 film reel (12 min.)^bsd., col.^c16 mm.

SYSTEM MANAGER NOTE

In the display format, **subfield b** is preceded by a space, a colon, and a space; and **subfield c** is preceded by a space, a semicolon, and a space (AACR2 and ISBD punctuation).

Example

1 film reel (12 min.) : sd., col. ; 16 mm.

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded	^a Volume/issue no. ^b Pagination of part

Maximum length 40

PURPOSE

Field 131 is used to enter:

- the pagination of a chapter within a book (bibliographic level AM) or multivolume work (bibliographic level AC);
- the volume and issue number and pagination of an article from a periodical (bibliographic level AS); or
- the volume number, when the item is one volume of a multivolume work (bibliographic level MC), or a chapter from a multivolume work (bibliographic level AC).

SELECTION AND DATA ENTRY

Enter the field in the form:

^aVolume/issue no.^bPagination

Subfield a: volume/issue no.

1. When the item is an **article from a periodical**, enter the volume and issue number of the periodical in **subfield a**.
2. When the item is a **single volume from a collection**, enter the volume number in **subfield a**.
3. When the item is a **chapter from one volume of a collection**, enter the volume number in **subfield a**.
4. When the item is a **part of a monograph**, leave **subfield a** blank.
5. Use the abbreviations v. for volume and no. for number.
6. Leave one space before the number.

Examples

^av. 17, no. 3

^ano. 52

^av. 2

Subfield b: pagination of part

1. When the item is an article from a periodical or a chapter from a monograph or a collection, enter the first and last pages covered by the item in **subfield b**.
2. If the item covers more than one series of pages, enter the pagination as in the second example in paragraph 4 below.
3. If the item is a volume from a collection, leave **subfield b** blank. Enter its volume number in **subfield a of field 131** and the pagination of the volume in **field 130**. (See examples of complete field, no. 4 below.)
4. Leave one space after the abbreviation p. Separate the first and last page number with a hyphen.

Examples

^bp. 125-136

^bp. 17-24, 38, 51-52

Examples of complete field

Example 1

The item is an article appearing on pages 169 to 180 of Community development journal, volume 21, number 3.

Field 131: ^av. 21, no. 3^bp. 169-180

Example 2

The item is a chapter appearing on pages 7 to 22 of a monograph.

Field 131: ^bp. 7-22

Example 3

The item is a chapter covering pages 55-70 of volume 2 of a three-volume work.

Field 131: ^av. 2^bp. 55-70

Example 4

The item is the first volume of a two volume work. It contains 342 pages.

Field 131: ^av. 1
Field 130: ^a342 p.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded	**Either**	**^a** Series title **^b** Series part	**or**	**^z** Authority code **^b** Series part

Maximum length 200

PURPOSE

Field 140 is used to enter the series title and part number when the item being catalogued is part of a monographic series.

DEFINITION

A monographic series is a group of monographs issued in succession, intended to be continued indefinitely, and related to one another by the fact that each one bears, in addition to its own title, a common title and, usually, a volume number. The volumes have separate pagination.

Examples

World Bank staff working paper

Industrial development review series

NIEPA occasional paper

Monographs on communication planning

Estudios e informes de la CEPAL

SELECTION

1. Select one monographic series statement for each series of which the item is part.

2. If the monographic series title appears in more than one form on the item, choose the form found in the Serials Authority File (SAF).

3. If the item is a reprint of a periodical article, or of a chapter from a book, and is now issued in a reprint series, enter the series statement in **field 140**, the date of the reprint in **fields 122 and 123**, and the collation in **field 130**. Enter information concerning the item's original source (periodical title or monograph title, part statement and date) as a note in **field 150**. (See example 4 below.)

   Note When a reprint that was originally part of a larger item retains the pagination of the original, count the number of pages, and enter the total in **field 130**.

Example 1

The item bears two monographic series statements - World Employment Programme research working papers and Population and employment working paper no. 10.

Enter both series statements in **field 140**.

Example 2

The title of the monographic series appears in two different forms on the item - RFFPI family planning evaluation manuals and Family planning research and evaluation manual. The SAF shows that the first-mentioned title is the established form.

Select: RFFPI family planning evaluation manuals

Example 3

The monographic series statement appears on the item in both English and French - Terminology bulletin no. 327 and Bulletin de terminologie no. 327. The SAF shows that the English version of the title is the established form.

Select: Terminology bulletin

Example 4

The item originally appeared on pages 85-96 of Population studies, volume 27, number 1, March 1973. It has now appeared as number 58 in the Population reprint series issued by the Department of Population Planning of the University of Michigan.

Field 140:	^aPopulation reprint series - University of Michigan, Department of Population Planning^bno. 58
Field 130:	^a12 p.
Field 150:	Reprinted from: Population studies, v. 27, no. 1, Mar 1973, p. 85-96

DATA ENTRY

Option 1: manual Serials Authority File

1. Enter the field in the form:

   ^aSeries title^bSeries part

2. When more than one series statement is being entered, separate the occurrences with a percentage sign.

Subfield a: series title

1. In **subfield a**, enter the series title as found in the SAF. If the title is not in the SAF, create an entry following the rules in Annex 4.

2. Capitalize the first word of the series title, proper names, and significant words in the names of corporate bodies.

3. When the name of the issuing body is added after the title, precede the name of the issuing body with a space dash space.

Subfield b: series part

1. Enter the series part in **subfield b** as it is found on the item, except:

   - for the part designations, use abbreviations such as v. (for volume), no. (for number), and pt. (for part); and
   - convert Roman numerals to Arabic numbers.

Option

Those documentation centres that wish to produce printed monographic series indexes should adopt the following rule:

To ensure that the volume numbers are sorted correctly in a monographic series index, enter the volume number as a three-digit number, e.g., enter 7 as 007.

2. Include such terms as "special issue", "new series", etc. (or their equivalents in other languages), when these are part of the numbering.

3. Leave one space between the part designation and the number. Separate volume and part numbers with a comma and a space.

4. If the item spans several numbers within the series, separate the numbers with a hyphen.

Examples

new ser., no. 1

nouv. sér., no. 10

v. 4, pt. 2

Bd. 10, Hf. 3

no. 25-26

no. 88-4

v. 9

v. 11, special issue

Examples of complete field

^**a**Management development series^**b**no. 24

^**a**World Employment Programme research working paper%^**a**Population and employment working paper^**b**no. 10

^**a**Research report - International Food Policy Research Institute^**b**no. 49

Option 2: computerized serials authority records

1. In a system where computerized serials authority records have been entered into the bibliographic database, instead of entering the series title in full, enter its authority code (i.e., the MFN of the serials authority record) in **subfield z**. In printed output, the code will be replaced by the full title of the series, as explained in Section 8 of the Introduction and in Annex 4.

2. Enter the field in the form:

   ^zAuthority code^bSeries part

3. Enter the series part following the rules for **subfield b** under Option 1 above.

   Example

   The item is number 150 in the CSC Technical Publication Series. The authority code for this title is 1850.

   Enter: ^z1850^bno. 150

SYSTEM MANAGER NOTE

In the display format, a space, a semicolon, and a space are inserted in front of **subfield b** (AACR2 and ISBD punctuation).

Example

Management development series ; no. 24

CHARACTERISTICS

Optional

Not repeatable

Subfielded ^a Thesis designation
^b Degree
^c Course
^d Number

Maximum length 200

PURPOSE

When the item being catalogued is a thesis, **field 141** is used to enter information pertaining to the degree and/or course for which the thesis was presented. The field has been structured in such a way as to allow for variations in the way theses are described in different educational systems.

SELECTION AND DATA ENTRY

1. Enter the thesis statement as it is found on the item, in the form:

   ^**a**Thesis designation^**b**Degree^**c**Course^**d**Number

2. Enter the name of the university granting the degree in **field 113** - Other associated institution(s).

3. Enter the year of presentation in **fields 122** and **123**.

4. In **subfield a**, enter the term used on the item itself to describe the thesis.

   Examples

   ^**a**Thesis

   ^**a**Thèse

   ^**a**Dissertation

   ^**a**Mémoire de Diplôme

5. In **subfield b**, enter the degree for which the thesis was presented in the form found on the item. If no degree is mentioned, leave **subfield b** blank.

   Examples

   ^**b**Ph.D.

   ^**b**Doctorat d'Etat

   ^**b**Doctorat 3e cycle

   ^**b**M.Sc.

6. In **subfield c**, enter the course for which the thesis was prepared, if it is part of the thesis statement. If no course is mentioned, leave **subfield c** blank.

   Examples

   ^cDroit économique

   ^cSciences naturelles

7. In **subfield d**, enter the thesis number if it is included in the thesis statement. If no number in mentioned, leave **subfield d** blank.

   Example

   ^d421

Examples of complete field

^aThesis^bPh.D.

^aThesis^bM.Sc.^cAdministration

^aThèse^cSciences naturelles^d421

^aMémoire de fin d'études de cycle de spécialisation^cPhytotechnie - amélioration des plantes

SYSTEM MANAGER NOTE

In the display format, a comma and a space are inserted in front of **subfields b**, **c**, and **d**.

Examples

Thesis, M.Sc., Administration

Thèse, Sciences naturelles, 421

CHARACTERISTICS

Optional

Repeatable

Subfielded ^**a** Project name
^**b** Project number

Maximum length 200

PURPOSE

When the item is an official project document, or a report describing work carried out under a project, **field 142** is used to identify the project.

SELECTION AND DATA ENTRY

1. Enter the field in the form:

   ^**a**Project name^**b**Project number

2. Enter the official form of the project name in **subfield a**.

3. Capitalize each main word in the name of the project.

4. Enter the official project number in **subfield b** exactly as it is found on the item.

   Option
   If the project number is used as a retrieval element, punctuation within the project number should be consistent. For example, if the elements of the numbers are sometimes separated with slashes and sometimes with hyphens, a decision should be made to adopt either slashes or hyphens.

5. When the item pertains to more than one project, enter the name and number of each of the projects. Separate multiple occurrences with a percentage sign.

Examples

^**a**Operational Support to Transmigration Schemes

^**a**Lake Basin River Catchment Development^**b**KEN-82-001

^**b**RLA674/024

^**b**IND-82-026**%**^**b**IND-82-015

^**a**Assistance à la Planification^**b**ZAI-79-002**%**^**a**Appui à la Cellule de Coopération et des Ressources Extérieures^**b**ZAI-84-011

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 700

PURPOSE

Field 150 is used to enter descriptive information that does not come into the scope of the other fields.

SELECTION

Enter the following kinds of information in **field 150**:

- Notes concerning translations: Enter the original title **or** enter the language of the original and, if available, the name of the translator;
- Notes relating to the original version when the item is a reprint;
- Notes regarding the form of the item;
- Notes describing accompanying material;
- Notes regarding the library's copy of the item; and
- Any other information that the documentalist judges important enough to be included in the record.

DATA ENTRY

1. Enter the notes in the language of analysis.
2. Enter a period and a space after each note except the last.

Examples

Translation of Donde no hay doctor

Version française par Marcelle Saint-Arnaud

5 1/4" diskette in back pocket

Originally published in Contemporary Southeast Asia, v. 8, no. 2, Sep 1986, p. 131-150

Unpublished typescript

Also available on microfiche

Photocopy. Library has v. 1 only

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

Maximum length 13

PURPOSE

Field 160 is used to enter the International Standard Book Number (ISBN) of the item.

Note The ISBN is also entered when the item is a chapter from a monograph or a collection (bibliographic level AM or AC).

DEFINITION

The ISBN is a code that uniquely identifies the title, or edition of the title, to which it is assigned. The code is a 10-digit number divided into four parts of varyious lengths separated by hyphens. It is usually found with the publisher information on the back of the title page, but may be found on the back cover, or on any other part of the item.

Example

ISBN 0-8389-3210-X

SELECTION

1. If more than one ISBN appears on the item, enter the one relating to the item in hand.

   Example

   The item in hand is the paperback edition with the ISBN statement on it:
   ISBN 0-8389-3210-X
   ISBN 0-8389-3211-8 pbk

   Enter: 0-8389-3211-8

2. When a single record has been created for a collection, each volume of which has a separate ISBN, enter each ISBN.

DATA ENTRY

1. Enter the ISBN as it is found on the item. Replace any spaces or other punctuation within the number with hyphens.

   Example

   ISBN on the item: 0 907853 10 2

   Enter: 0-907853-10-2

2. Do not enter the prefix "ISBN". (This is supplied in the display format.)

3. If more than one ISBN is to be entered, separate the occurrences with a percentage sign.

   Examples

   0-19-529710-5

   0-553-23249-5%0-553-24496-5

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

Maximum length 50

PURPOSE

Field 161 is used to enter the document or report number(s) assigned to the item by the issuing organization. It is also used to enter the number known as a symbol on official United Nations documents.

Note The document number is also entered when the item is a chapter of a monograph or collection that has a document number (bibliographic level AM or AC).

DEFINITION

A document number, report number, or document symbol is a combination of letters and numbers that provides a unique identification to items issued by an organization. It usually includes the acronym of the organization, or of the department within the organization, that issued the item; and it is generally located prominently on the title page or cover of the item.

Example

ST/ESA/SER.R/102

SELECTION

1. If the item bears more than one document number, enter each number.

2. Do not treat a string of initials or acronyms that does not contain a number as a document number.

   Example

   NRD/WR/Unesco/WHO/ECA is not a document number.

3. Do not confuse document numbers with:

   - monographic series statements;
   - contract or grant numbers, which are usually identified as such;
   - sales numbers; or
   - job numbers, which are often found on United Nations material, usually on the back cover.

Example 1

The document symbol ST/ESA/SER.R/79 appears in the top right-hand corner of the title page of a report by the United Nations Department of International Economic and Social Affairs.

Field 161: ST/ESA/SER.R/79

Example 2

On the back of the title page of a document from the United Nations Economic Commission for Latin America, there appears the symbol E/CEPAL/G.1224. On the back cover, the number 82-10-2189 appears. The latter is the job number. Do not enter it in the record.

Field 161: E/CEPAL/G.1224

Example 3

The item is a United Nations publication. On the back of the title page the following numbers appear:

Sales No. E.85.I.15
03500C
02500P

Do not select these numbers for entry in **field 161**.

DATA ENTRY

1. Enter the document number exactly as it is found on the item, including spaces and punctuation.
2. If more than one document number is to be entered, separate the occurrences with a percentage sign.

Examples

PGI-84/WS/4

IDRC-TS40e

IESA/P/POPIN/G/4

E/CN.3/AC.1/1983/R.5

DP/UN/LES-71-503/8%DP/UN/LES-73-029/9

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 100

PURPOSE

Field 162 is used in the following circumstances:

1. In information systems that do not provide a document-delivery service, **field 162** is used to enter information on where the item can be obtained if it is not available from the issuing body or through normal commercial channels.
2. In information systems that include restricted material, **field 162** is used to indicate that access to the item is restricted, and the name of the agency from whom permission to use the item can be requested.

SELECTION AND DATA ENTRY

1. When the item is not available from the issuing body or through normal commercial channels, enter the name or acronym of the organization from which the item can be obtained, its address, the form in which it can be obtained, and the price. When mentioning the price, indicate the currency either by entering it in full or by using the ISO currency codes.[20]

   Enter the field in the form:

   Organization name, address; form; price

   Example

   Institut d'Economie Quantitative, 27 rue de Liban, 1002 Tunis Belvédère, Tunisia; microfiche; 15 TND

2. When access to the item is restricted (i.e., when such terms as "Limited distribution", "For internal use", "Classified", "Confidential", or "Restricted" appear on the item), enter the designation Restr. Add the name and address of the organization responsible for granting or obtaining permission to use the item if this organization is not the issuing body.

---

[20] International Organization for Standardization. Codes for the Representation of Currencies and Funds. 2nd ed. Geneva, ISO, 1981. (ISO 4217)

Enter the field in the form:

Restr. Organization name, address.

Examples

Restr.

Restr. UN Dept. of Technical Co-operation for Development, 1 UN Plaza, New York, NY 10017, USA

3. When the item is restricted, also enter the appropriate descriptor, e.g., <RESTRICTED DOCUMENTS>, in **field 301** - Secondary descriptors. This allows restricted items to be excluded in an on-line search or in printed outputs, if so desired.

CHARACTERISTICS

Mandatory

Not repeatable

Either Not subfielded **or** Subfielded ^z Authority code

Maximum length 400

PURPOSE

When the item being catalogued is an article from a serial (bibliographic level AS), **field 200** is used to enter the title of the serial.

Note The title of a monographic series is not entered here, but in **field 140**.

SELECTION

1. Select one serial title for entry in **field 200**.
2. When the serial has more than one title, choose the title found in the Serials Authority File (SAF).
3. If the serial has changed title, enter the title of the serial at the time the article appeared in it.
4. Enter the volume and issue number in which the article appears, and its pagination, in **field 131** - Part statement. Enter the date of the serial issue in **fields 122** and **123**.

DATA ENTRY

Option 1: manual Serials Authority File

1. Enter the title of the serial as found in the Serials Authority File (SAF). If the title does not appear in the SAF, create an entry for it following the rules in Annex 4.
2. Capitalize the first word of the serial title, proper nouns, and each significant word in the names of corporate bodies.
3. If the first word in the title is an article ("a", "an", "the", or their equivalents in other languages), drop the initial article, unless this would change the sense of the title. If the article is retained, enclose it in triangular brackets so that it will be ignored for filing purposes. (The triangular brackets will not appear in printed output destined for the user.)
4. When the serial title consists of a generic term followed by the name of the issuing body, separate the two elements with a space, a dash, and a space.

5. When the serial is a supplement to, or a series within, a serial, separate the main title from the supplement or series title with a period and a space.

6. Do not enter a period at the end of the field.

Examples

Library Association record

Bulletin de liaison du Comité Interafricain d'Etudes Hydrauliques

IDRC reports

Library quarterly

<Der> deutsche Apotheker

Journal of polymer science. Part A, General papers

Economic report - Somali National Bank

Option 2: computerized serials authority records

In a system where computerized serials authority records have been entered into the bibliographic database, enter only the authority code (i.e., the MFN of the serial authority record) in **subfield z**. In printed output, the code will be replaced by the full title of the serial, as explained in Section 8 of the Introduction and in Annex 4.

Example

The item is an article from the periodical Jeune Afrique. The authority code for this serial is 4007.

Field 200: ^z4007

Example of a set of fields used to describe part of a serial

The item is a periodical article entitled "Women, poverty and agricultural growth in India". It appeared in volume 13, number 4, of Journal of peasant studies, in July 1986. The article covered pages 165 to 220.

Option 1: manual Serials Authority File

Title (**100**): Women, poverty and agricultural growth in India

Title of serial (**200**): Journal of peasant studies

ISSN (**201**): 0306-6150

Part statement (**131**): ^av. 13, no. 4^bp. 165-220

Date of publication/issue - free form (**122**): Jul 1986

Date of publication/issue - ISO form (**123**): 1986-07-00

Option 2: computerized serials authority records

Title (**100**): Women, poverty and agricultural growth in India

Title of serial (**200**): ^z4008

Part statement (**131**): ^av. 13, no. 4^bp. 165-220

Date of publication/issue - free form (**122**): Jul 1986

Date of publication/issue - ISO form (**123**): 1986-07-00

SYSTEM MANAGER NOTE

1. In printed output, using option 2, **fields 911** and **912** of the serials authority record will be printed instead of fields **200** and **201**.
2. If option 2 has been used, retrieval may be carried out on this field using either title words or the authority code for the serial title.

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 9

PURPOSE

When a serial title has been entered in **field 200**, **field 201** is used to enter its International Standard Serial Number (ISSN).

DEFINITION

The ISSN is an eight-character code divided into two groups of four characters separated by a hyphen. It is assigned by the national or regional centres of the International Serials Data System (ISDS) to provide a unique identification to a serial.

Examples

0024-2519

0072-193X

SELECTION AND DATA ENTRY

Option 1: manual Serials Authority File

1. Enter the ISSN as it is found in the Serials Authority File (SAF).
2. Do not enter the letters ISSN in front of the number. (These can be supplied in the display format.)
3. If an ISSN can not be found either in the SAF, on the item, or in a serials directory, leave the field empty.

Example

The item is an article from an issue of Journal of peasant studies, the ISSN of which is 0306-6150.

Field 200: Journal of peasant studies
Field 201: 0306-6150

Option 2: computerized serials authority records

If an authority code has been entered in **field 200** instead of the serial title (see **field 200** - Data entry, option 2) do not enter anything in **field 201**. In printed output, the field in the authority record containing the ISSN will be printed instead of **field 201**.

Example

The item is an article from the periodical Food and nutrition bulletin. The authority code for the periodical has been entered in **field 200**. The authority record also contains the ISSN of the periodical. Do not enter anything in **field 201**.

When the bibliographic record for the item is printed, the serial title and ISSN will appear as:

Food and nutrition bulletin (ISSN 0379-5721)

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 500

PURPOSE

When the item is a chapter from a monograph or a collection, or a volume from a collection (with bibliographic level AM, AC, or MC), **field 202** is used to enter the title of the parent item.

SELECTION

1. Enter the title that is found on the title page of the parent item.
2. If there is no title page, select the title from the cover, half title page, spine, or other part of the parent. If the title is cited in different ways on these parts of the parent, choose the title by which it is most likely to be known.
3. If there are several language versions of the title, choose, in order of preference:

- the language of analysis,
- the language best understood by the users, then
- the title cited first on the title page.

DATA ENTRY

Follow the guidelines for data entry under **field 100** - Title.

Example of a set of fields used to describe a chapter from a monograph

The item is a chapter, entitled "Rural energy systems in Indonesia", extracted from a monograph entitled Integrated rural energy planning.

Title (**100**):	Rural energy systems in Indonesia
Title of parent (M/C) (**202**):	Integrated rural energy planning
Publisher (**121**):	^aGuildford^bButterworths^cGB
Date of publication/issue - free form (**122**):	1985
Date of publication/issue - ISO form (**123**):	1985-00-00
Part statement (**131**):	^bp. 39-68

Example of a set of fields used to describe a chapter from a collection

The item is a contribution, entitled "Automatic data processing, library and information center applications", taken from volume 2 of a collection entitled *Encyclopedia of library and information science*.

Title (**100**):	Automatic data processing, library and information center applications
Title of parent (M/C) (**202**):	Encyclopedia of library and information science
Publisher (**121**):	^aNew York, NY^bDekker^cUS
Date of publication/issue - free form (**122**):	1969
Date of publication/issue - ISO form (**123**):	1969-00-00
Part statement (**131**):	^av. 2^bp. 184-230

Example of a set of fields used to describe a monograph from a collection

The item, entitled *Manual for the preparation of records in development-information systems*, is the first volume of a two-volume collection entitled *Recommended methods for development-information systems*.

Title (**100**):	Manual for the preparation of records in development-information systems
Title of parent (M/C) (**202**):	Recommended methods for development-information systems
Publisher (**121**):	^aOttawa, ON^bIDRC^cCA
Date of publication/issue - free form (**122**):	1982
Date of publication/issue - ISO form (**123**):	1982-00-00
Part statement (**131**):	^av. 1
Collation (M/C) (**130**):	^a272 p.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded ^**a** Personal author
^**b** Role

Maximum length 80

PURPOSE

When the item being catalogued is a chapter or contribution from a monograph, **field 210** is used to enter the name of the person or persons responsible for the intellectual content of the parent item - usually the editor or the compiler of the work.

SELECTION

1. Enter the name of each author, editor, or compiler of the parent item.
2. Do not select the names of translators or illustrators, unless the item is likely to be looked for under these names.
3. Do not select the names of persons responsible only for the foreword or the preface.

Example

The item is a study by J. Lundqvist that is part of a monograph entitled Rice societies: Asian problems and prospects, edited by I. Norlund, S. Cederroth, and I. Gerdin.

Enter the names of the three editors in **field 210**.

DATA ENTRY

1. Enter the names in the order in which they appear on the parent item.
2. Enter the subfields in the form:

   ^**a**Personal author^**b**Role
3. When there is more than one author, separate the occurrences with a percentage sign.

Subfield a: personal author

1. If you are using a personal name authority file, enter the name as it is found in the authority file.
2. If the name is not in the authority file, or if you are not using an authority file, follow the rules in Annex 1: Guidelines for personal author names.

3. Precede each personal author name with the subfield delimiter ^a.

Examples

^aWeekes Vagliani, Winifred

^aSeung, Han Lee

^aEl-Sawy, M.F.

Subfield b: role

1. Enter the role only if the person is an editor or a compiler.
2. Enter the abbreviations ed. or comp.
3. Precede the role with the subfield delimiter ^b.

Examples of complete field

^aFarmer, George^bcomp.

^aEl Mahgary, Y.^bed.%^aBiswan, A.K.^bed.

^aNorlund, I.^bed.%^aCederoth, S.^bed.%^aGerdin, I.^bed.

CHARACTERISTICS

Mandatory

Repeatable

Subfielded	**Either**	**^a** Main body **^b** Sub-body **^c** Place **^d** Country code	**or**	**^z** Authority code

Maximum length 500

PURPOSE

When the item is a chapter or contribution from a monograph or a collection, **field 211** is used to enter the name of each corporate body that has intellectual responsibility for the parent item.

Note 1 Names of meetings, conferences, workshops, etc. are not entered here, but in **field 114** - Meeting.

Note 2 Names of projects are not entered here, but in **field 142** - Project.

SELECTION

1. Enter each body that is cited on the parent as having intellectual responsibility for the parent item.
2. Do not enter the names of bodies that only published, sponsored, or funded the parent item.
3. If the name of the body is cited on the item in more than one official language version, select, in order of preference, the version corresponding to:
   - the language of analysis, then
   - the language of the item.
4. Do not enter the corporate author of the parent item if it has already been entered in **field 111** as corporate author of the part that is being described.

Example 1

The item is a chapter, by M. Lukumbuzya, in a monograph entitled Africa: priorities, problems and prospects, by the University of Ottawa.

Enter University of Ottawa in **field 211**

Example 2

The item is one of a set of conference papers published as a monograph under the title Crisis and recovery in sub-Saharan Africa, edited by Tore Rose and published by the OECD. The conference was sponsored by three organizations.

Enter name of the editor in **field 210**,
Enter name, place and date of the conference in **field 114**, and
Do not enter any corporate body in **field 211**.

However, in the record for the whole monograph, enter the names of the three sponsoring organizations in **field 113** - Other associated institution(s).

Example 3

The item is a conference paper prepared by the International Labour Office (ILO) extracted from a set of conference papers edited and issued by the ILO.

Enter the ILO as the corporate author of the part being described in **field 111**, and
Do not enter anything in **field 211**.

DATA ENTRY

Follow the rules for data entry under **field 111**.

Examples

Option 1: manual Corporate Name Authority File

```
^aILO^bWorld Employment Programme^cGeneva^dCH

^aUniversity of Ottawa^cOttawa, ON^dCA

^aInternational Institute of Tropical
Agriculture^cIbadan^dNG%^aUniversity of Ife^bInstitute of
Agricultural Research and Training^cIbadan^dNG
```

Option 2: computerized corporate name authority records

```
^z1039

^z223%^z2606
```

SYSTEM MANAGER NOTE

The display formats provided on the first diskette use a CDS/ISIS PASCAL language exit to provide the punctuation between the subfields. The language imposes a limit of 255 characters to data passed to the exit. Problems may occur if more than 255 characters are entered in **fields 111, 112, 113, or 211**. Refer to the section on display formats in Annex 19 for more information and an alternate method of formatting corporate names.

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 200

PURPOSE

Field 300 is used to enter the descriptors that describe the main subject of the item, and that are suitable as headings in a subject index.

Note For guidance on retrieval on the descriptor fields, see system manager note 2 below, and Annex 3.

SELECTION

1. Select the descriptors from the thesaurus used by the information system.
2. Follow the guidelines for selecting descriptors in Annex 3.
3. Select up to six primary descriptors.
4. Select only those descriptors that would be meaningful as headings in a subject index.
5. Do not select the following types of descriptors:
    - those that are useful only when combined with other descriptors during on-line retrieval, e.g., CASE STUDIES, ADMINISTRATIVE ASPECTS, STATISTICAL TABLES; and
    - those that indicate the form of the document, e.g., PROJECT REPORTS, CONFERENCE PAPERS.

   These types of descriptors are entered as secondary descriptors in **field 301**.
6. Do not enter geographic descriptors (names of countries, regions, and continents) in **field 300**. These are entered in **field 302**.

DATA ENTRY

1. Enter each descriptor exactly as it appears in the thesaurus. Do not abbreviate it or alter the spelling and punctuation in any way.

   Examples

   NEW INTERNATIONAL ECONOMIC ORDER

   ARAB ORGANIZATIONS

LABOUR FORCE

MIDDLE-SIZED TOWNS

BREAST FEEDING

ENCYCLOPAEDIAS

2. Enter the descriptors in upper case,[21] enclosed in triangular brackets. Do not leave any spaces between the descriptors.

Examples

<TELECOMMUNICATIONS><TECHNOLOGY TRANSFER>

<PAYSANS><CONSCIENCE DE CLASSE><IDEOLOGIE>

3. When writing the descriptors on the input sheet, do not divide a word across two lines.

Example

enter ....<POPULATION FORECASTS>

not ....<POPULATION FORE-CASTS>

SYSTEM MANAGER NOTE

1. In the display format, **fields 300** to **304** are printed following each other, so that they appear to be a single field. A space, a dash, and a space are inserted before **field 301** to indicate that the descriptors appearing before the dash are the primary descriptors. In MICRO-ISIS, the use of either header mode or data mode automatically replaces the triangular brackets with a semicolon and a space.

   Example (Descriptors in **fields 300, 301**, and **302**)

   PAYSANS; CONSCIENCE DE CLASSE; IDEOLOGIE - MILIEU SOCIAL; PARENTE; ASPECTS ECONOMIQUES; MEXIQUE

2. In the FST for the inverted file, all of the descriptor fields - **300, 301, 302, 303**, and **304** - have been assigned the field identifier 301. In addition, **field 300** has been entered a second time in the FST with the field identifier 300.

   To search on a descriptor regardless of which descriptor field it is in, use field identifier 301.

---

[21] Experience has shown that the use of upper case for entering descriptors is more efficient because 1) descriptors usually appear in the thesaurus in upper case, without accents, and 2) when changes are made to the descriptors in the thesaurus database, it is easier to update the descriptors in the bibliographic record if they have been entered in upper case and without accents.

To search on a descriptor only if it is the main subject of the item, use field identifier 300.

Example

To retrieve all items indexed with the descriptor "remote sensing", use the search expression: REMOTE SENSING/(301)

To retrieve only items whose main subject is "remote sensing", use the search expression: REMOTE SENSING/(300)

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 400

PURPOSE

Field 301 is used to enter the subject descriptors selected from the thesaurus that were not entered in **field 300**.

Note For guidance on retrieval on the descriptor fields, see **field 300**, system manager note 2, and Annex 3.

SELECTION

1. Select the descriptors from the thesaurus according to the guidelines in Annex 3.
2. Do not repeat descriptors that have been entered as primary descriptors in **field 300**.
3. Do not enter geographic descriptors (names of countries, regions, and continents) in **field 301**. These are entered in **field 302**.

DATA ENTRY

Follow the rules for data entry under **field 300**.

Examples

<BROADCASTING><RADIO><TELEVISION><CASE STUDIES>

<MILIEU SOCIAL><PARENTE><ASPECTS ECONOMIQUES>

SYSTEM MANAGER NOTE

See system manager note under **field 300**.

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 200

PURPOSE

Field 302 is used to enter geographic descriptors (names of countries, continents, and regions) selected from the thesaurus.

Note For guidance on retrieval on the descriptor fields, see **field 300**, system manager note 2, and Annex 3.

SELECTION

1. Select the geographic descriptors from the thesaurus according to the guidelines in Annex 3.
2. If geographic descriptors that do not come into the scope of the thesaurus (e.g., names of geographic areas at the subnational level) have been adopted as local descriptors, do not enter these here, but in **field 303** - Local descriptors.

DATA ENTRY

Follow the rules for data entry under **field 300**.

Examples

<LATIN AMERICA><UNITED KINGDOM><THAILAND><INDIA>

<MEXIQUE>

SYSTEM MANAGER NOTE

See system manager note under **field 300**.

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 200

PURPOSE

Field 303 is used to enter descriptors that the system requires and that do not fall within the scope of the thesaurus.

Note For guidance on retrieval on the descriptor fields, see **field 300**, system manager note 2, and Annex 3.

SELECTION

1. Enter the following types of descriptors in **field 303**:
   - geographic descriptors that do not come into the scope of the thesaurus, such as names of cities, states, subnational regions, rivers, and mountains;
   - names of institutions that are the subject of the item and that are not in the thesaurus;
   - names of persons that are the subject of the item; and
   - subject descriptors not accepted for inclusion in the thesaurus.

2. To ensure that descriptors in this field are entered consistently, keep a list of those that have been used. This will serve as an authority list.

DATA ENTRY

1. Enter the descriptor as found in the authority list of local descriptors. If the descriptor is not in the authority list, make an entry following guidelines established by the documentation centre.

2. Enter the descriptors in upper case between triangular brackets. Do not leave a space between the descriptors.

   Examples

   <CALCUTTA><BOMBAY>

   <NILE>

   <NYERERE, J.K.>

SYSTEM MANAGER NOTE

See system manager note under **field 300**.

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 100

PURPOSE

Field 304 is used to enter descriptors that are not in the thesaurus but that the documentation centre has proposed or wishes to propose for inclusion, such as names of new concepts or technologies.

Note For guidance on retrieval on the descriptor fields, see **field 300**, system manager note 2, and Annex 3.

SELECTION

This field should be used only rarely and only after carefully considering whether a new descriptor is needed and the form it should take. Research should be carried out to determine, for example, whether the term really describes a new concept or whether it is only a new synonym; and whether the proposed descriptor is the most appropriate term to describe the new concept.

Do not use this field if a way can be found to express the concept using descriptors from the thesaurus.

DATA ENTRY

Enter the descriptors in upper case and between triangular brackets. Do not leave a space between descriptors.

SYSTEM MANAGER NOTE

See system manager note under **field 300**.

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 1000

PURPOSE

Field 310 is used to enter a summary of the subject of the item that supplements the information entered in the descriptor fields - **300** to **304**.

DEFINITION

An abstract is a concise and accurate representation of the contents of a document, without interpretation or criticism.

SELECTION AND DATA ENTRY

1. Prepare an abstract under the following circumstances:
   - When the item is to be included in a published bibliography and/or an internationally available database. (Because the item is not likely to be immediately available to the user, the abstract will help the user judge whether the item is relevant to his or her needs.)
   - When it is judged that the descriptors alone do not give sufficient indication of the subject of the item.

2. Enter the abstract in the language of analysis.

3. Do not use a percent sign (%) in the abstract, but write the word in full.

Example[22]

Descriptors:

Field 300: <WATER SUPPLY><DESALINATION><WATER REUSE>

Field 301: <APPROPRIATE TECHNOLOGY><WATER RESOURCES>
<RENEWABLE RESOURCES><RESOURCES DEVELOPMENT>
<CONFERENCE PAPERS>

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[22] Adapted from Development Information Abstracts, produced by the United Nations Information Systems Unit.

Field 302: <CHINA>

Abstract:

Field 310: Seminar paper forecasts that China's water consumption will greatly increase and therefore nonconventional water resources will need to be developed. Discusses work done on desalination using such technologies as electrodialysis, reverse osmosis, distillation, and solar process. Also describes reuse of municipal waste water, and rainwater harvesting in rural areas. Concludes that further study and careful planning are needed.

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 100

PURPOSE

When an information system produces current awareness bulletins arranged by broad subject area, **field 320** is used to enter the broad subject heading.

SELECTION AND DATA ENTRY

1. Each information system will draw up its own list of broad subject headings representing the broad subject areas covered by the database. About 10 headings should be sufficient.

2. Enter only one heading for each item.

Examples

Rural development
Migration
Transport
Tourism
Health

400 PROCESSING STATUS

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

Maximum length 4

PURPOSE

Field 400 is used to enter a code indicating the stage which the item has reached in the processing cycle.

SELECTION AND DATA ENTRY

1. Select **one** of the following codes indicating the stage the item has reached in the processing cycle:

ORD	The item is on order.
RECD	The item has been received but has not yet been catalogued.
LIST	The item has been catalogued and will appear in the next list of new additions to the collection.
CAT	The item is catalogued and has appeared in the list of new additions (or it was not chosen to appear in the list).
DEL	The record is no longer active but the documentation centre wishes to retain it for statistical or other purposes. It is excluded from the set of records describing the collection. This may happen under the following circumstances: • another copy of the record has been created because additional copies of the item have been ordered. Once the additional copies are received, they are added to the original record. The second record is retained for statistical purposes; or • the item has been withdrawn from the collection or is lost.

2. Change the code as the item progresses through the processing cycle.

Examples

The item has been received but not catalogued.

Enter: RECD

The item has been catalogued and will appear in the next list of new additions.

Change the previous code to: LIST

SYSTEM MANAGER NOTE

To carry out global changes on this field, program CHANGE, included on the first diskette, may be used to change automatically the status code in all records containing a common code (see Annex 19).

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 410 is used to indicate in which of the library collections the item is kept. It is normally used in conjunction with the call number in **field 411** to indicate the exact location of the item in the library.

It is also used to indicate the exact location of nonbook material filed by running number, such as microfiches.

SELECTION AND DATA ENTRY

1. Enter a code indicating the location of the item in the library.
2. If the item is located in a microfiche collection and filed by microfiche number, enter the location MF and the microfiche number in this field.
3. If different copies of the item are located in different collections, enter each location. Separate the occurrences with a percentage sign.

Note If the centre is in the practice of keeping some items in both hardcopy (arranged under call number) and microfiche (filed by microfiche number), enter the microfiche number before the other locations (see fourth example below).

Examples

There is only one copy of the item and it is kept in the Reference collection.

Enter: REF

One copy of the item is kept in the main collection and another copy is kept in the reference collection.

Enter: MAIN%REF

The item is filed in the microfiche collection and numbered 0102.

Enter: MF0102

One copy of the item is kept in the main collection and a microfiche version of it is number 0039 in the microfiche collection.

Enter: MF0039%MAIN

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 40

PURPOSE

Field 411 is used to enter the call number of item. The call number is composed of a classification code indicating the subject of the item, and a shelf number, distinguishing among items with the same classification code.

Well-known classification schemes include the Dewey Decimal Classification (DDC), the Universal Decimal Classification (UDC), and the Library of Congress Classification (LC). Some documentation centres adopt the classification scheme used to group the descriptors in their thesaurus as a classification scheme for their collection.

Most schemes for shelf numbers are based on the initial letters of the name of the author.

SELECTION AND DATA ENTRY

Enter the classification number that has been assigned to the item, followed by a space and the shelf number.

Example

341.1 UNI

SYSTEM MANAGER NOTE

In the display format, **field 411** appears after **field 410**, separated by one space.

Example

REF 341.1 UNI

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

Maximum length 2

PURPOSE

Field 412 is used to indicate the number of copies of the item held in the library.

It is entered at the cataloguing stage and should not be confused with **field 513**, which is used at the acquisitions stage to indicate the number of copies on order.

SELECTION AND DATA ENTRY

Enter the total number of copies of the item held by the library, regardless of format.

Examples

The library holds one copy of the item.

Enter: 1

The library holds one hardcopy and one microfiche copy of the item.

Enter: 2

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 4

PURPOSE

In a system where statistics on the types of material held in the collection are required, **field 420** is used to enter a code indicating the type of material.

SELECTION AND DATA ENTRY

1. Each documentation centre will draw up its own list of codes corresponding to the types of material it needs to identify.

   Codes could include:

PER	Periodical article
MONO	Monograph
PART	Part of a monograph or collection
THES	Thesis
REP	Report
UND	United Nations document

2. Select **one** code from the list. When the item belongs to more than one type, choose a type according to local priorities.

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 430 is used to identify the documentalist(s) who created the record.

SELECTION AND DATA ENTRY

1. Enter the name or initials of the documentalist(s).
2. If more than one name is to be entered, separate the occurrences with a percentage sign.

Examples

One documentalist was responsible for both cataloguing and indexing the item.

Enter: B. Baker

One documentalist was responsible for cataloguing the item and another was responsible for indexing it.

Enter: AS%SF

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Not subfielded

Maximum length 4

PURPOSE

Field 500 is used to indicate whether the item was acquired through purchase, as part of a subscription, free or on exchange.

SELECTION AND DATA ENTRY

1. Each documentation centre will draw up its own set of codes to indicate acquisition type.

   These could include:

PUR	Purchased
SUB	Acquired as part of a subscription
FREE	Acquired free
EXCH	Acquired under an exchange agreement

2. Enter the code that corresponds to the manner of acquiring the item.

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 510 is used to enter the date on which the item was ordered or requested.

SELECTION AND DATA ENTRY

Enter the date on which the item was ordered or requested in the form:

YYYY-MM-DD

where YYYY = year, MM = month, and DD = day

Examples

The record is created and a computer-produced purchase order generated on 24th June 1988.

Enter: 1988-06-24

A form letter requesting the item free of charge is sent out on 3rd May 1988.

Enter: 1988-05-03

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

When an item that is on order has not been received within a certain period, **field 511** is used to enter the date on which a reminder was sent to the supplier.

SELECTION AND DATA ENTRY

Enter the date on which the reminder was sent in the form:

YYYY-MM-DD

where YYYY = year, MM = month, and DD = day

Example

A reminder is sent to the supplier on 14th November 1988.

Enter: 1988-11-14

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Not subfielded

Maximum length 10

PURPOSE

Field 512 is used to enter the date on which the item was received.

SELECTION AND DATA ENTRY

Enter the date on which the item was received in the form:
YYYY-MM-DD
where YYYY = year, MM = month, and DD = day

Example

The item was received on 1st December 1988.
Enter: 1988-12-01

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Not subfielded

Maximum length 2

PURPOSE

Field 513 is used to enter the number of copies of the item that have been ordered.

It should not be confused with **field 412**, which is entered at the cataloguing stage to indicate the number of copies of the item held in the library.

SELECTION AND DATA ENTRY

Enter the number of copies ordered.

Example

Two copies have been ordered.

Enter: 2

CHARACTERISTICS

Optional

Repeatable

Not subfielded

Maximum length 25

PURPOSE

Field 514 is used to enter the name of the person(s) who asked the library to order the item, so that, when the item is received, the requester may be informed.

SELECTION AND DATA ENTRY

1. Enter the name of the person who requested the item.
2. If more than one name is to be entered, separate the occurrences with a percentage sign.

Example

The item was requested by Mr M. Rahman.

Enter: M. Rahman

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Option 1
Not subfielded

Option 2

Subfielded	^a Supplier name
	^b Address - line 1
	^c Address - line 2
	^d Address - line 3
	^e Country

Option 3

Subfielded	^z Supplier code

Maximum length 200

PURPOSE

Field 515 is used to enter the name and, if desired, the address of the body from whom the item has been requested. The supplier may be an agent, the publisher, or the issuing organization.

SELECTION AND DATA ENTRY

Option 1: manual ordering system

1. Enter the name of the agency to whom the purchase order or request letter is to be sent.
2. If the item was unsolicited, enter the name of the agency that donated the item.
3. If necessary to identify the body, add the name of the city.

Examples

Starkmann

FAO

Institute for Development Studies, Brighton

Option 2: computer-printed orders with manual supplier authority file

If purchase orders are computer-printed, enter the name of the supplier in **subfield a**, the address as it should appear on a letter in **subfields b** to **d**, and the country in **subfield e**.

Example

^aIntermediate Technology Publications Ltd.^b9 King Street^cLondon WC2E 8HN^eEngland

Option 3: computerized supplier authority records

If the purchase orders are computer-printed, and if the volume of ordering warrants it, computerized supplier authority records may be used, as described in Annex 6.

Enter a short alphabetic code representing the name of the supplier in **subfield z** of **field 515** instead of the full name and address of the supplier. Whenever the record is used to print a purchase order, the full name and address from the authority record is printed, instead of the code.

Example

^zITEC

SYSTEM MANAGER NOTE

On computer-printed purchase orders, each subfield will be printed on a new line.

Example

Intermediate Technology Publications Ltd.
9 King Street
London WC2E 8HN
England

CHARACTERISTICS

Optional (Mandatory for acquisitions)

Not repeatable

Subfielded **^a** Price
^b Currency

Maximum length 20

PURPOSE

Field 516 is used, when the item is purchased, to enter the price of the item.

SELECTION

1. At the time of ordering, enter the estimated price, if it can be determined.
2. When the item is received, replace the estimated price with the actual price.
3. If more than one copy of the item has been ordered, enter the total price.

DATA ENTRY

1. Enter the price in **subfield a**. Use a decimal point to separate pounds from pence, dollars from cents, francs from centimes, etc. Do not use any punctuation to separate thousands from hundreds.
2. Indicate the currency in **subfield b**. This may either be entered in free form, or using the appropriate ISO currency code.[23]

Examples

^a22.50^bUSD

^a50000^bLIT

^a40^bFS

---

[23] International Organization for Standardization. Codes for the Representation of Currencies and Funds. 2nd ed. Geneva, ISO, 1981. (ISO 4217)

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

Maximum length 200

PURPOSE

Field 517 is used to enter notes relating to the order for the item.

SELECTION AND DATA ENTRY

1. Enter such information as:

   - the source of information concerning the item (so that it can be referred to again if necessary), and
   - the status of the order (as reported by the supplier), and a record of action taken. Include the date of the report or action, in the form YYYY-MM-DD.

2. Use standard book trade abbreviations such as:

BO	Back ordered
NOP	Not our publication
NYP	Not yet published
OP	Out of print
OS	Out of stock

3. Enter a period and a space after each note except the last.

Examples

ACCIS newsletter, v. 6. no. 3, Sept 1988

Prepayment

Reported NYP 1988-01-14. Due to be published June 1988

Reported OP 1987-12-01

CHARACTERISTICS

Optional (Essential if the database also contains computerized authority records)

Not repeatable

Not subfielded

Maximum length 1

PURPOSE

Field 999 is used to indicate whether the record being entered is a bibliographic record or one of the several kinds of authority records described in Annexes 2, 4, and 6.

SELECTION

Select one of the following record types:

B	Bibliographic record (**fields 001 to 517**)
C	Corporate name authority record (**fields 901 to 905** and **997 to 998**, described in Annex 2)
S	Serials authority record (**fields 911 to 916** and **997 to 998**, described in Annex 4)
X	Supplier authority record (**fields 921 to 922** and **997 to 998**, described in Annex 6)

DATA ENTRY

The correct code should already be present as a default value for this field in each of the data entry worksheets used for entering the records on-line.

Do not delete or change the code already present as a default value for this field.

The guidelines in this annex are to be used for entering fields:

110 Personal author(s)
210 Personal author(s) - parent

I PERSONAL NAME AUTHORITY FILE

A documentation centre that frequently encounters complex personal author names should keep a personal name authority file to ensure that authors' names are cited in a consistent manner. The file will probably be maintained in the form of a card index.

The card index will have entries for the correct form of name and "see" references from other possible forms of the name. The card for the correct form of the name will also show the forms of the name from which "see" references have been made, preceded by "X".

Example

For the name Abdullah bin Nuh, three cards will be required - one card filed under the authoritative form of the name, and two cards for "see" references from each of the other two possible forms. The card filed under the correct form of the name will show the forms of the name from which references have been, preceded by "X".

Card 1
Abdullah bin Nuh

X bin Nuh, Abdullah
Nuh, Abdullah bin

Card 2
bin Nuh, Abdullah

See: Abdullah bin Nuh

Card 3
Nuh, Abdullah bin

See: Abdullah bin Nuh

II RULES FOR FORM OF PERSONAL AUTHOR NAME

As the basis for the rules for form of personal name, the following sources have been used:

Morin-Labatut, Gisèle, and Sly, Maureen. Manual for the preparation of records in development-information systems. Ottawa, IDRC, 1982. (IDRC-TS40e), p. 46-57.

Anglo-American cataloguing rules, 2nd ed. Chicago, American Library Association, 1978. Chapter 22. (AACR2)

International Federation of Library Associations and Institutions. International Office for UBC. Names of persons: national usages for

entry in catalogues, 3rd ed. London, IFLA International Office for UBC, 1977.

International Federation of Library Associations and Institutions. International Office for UBC. Supplement to Names of persons: national usages for entry in catalogues. London, IFLA International Office for UBC, 1980.

1 General Rules

1.1 Enter the element that is considered to be the surname or family name first, followed by a comma and a space and the remaining elements of the name. The part of the name that is entered first is called the "entry element".

Option

Individual documentation centres may decide to enter only the initials of forenames after the surname.

Examples

Kelly, Edward J.

Mkamwa, John

Ong, Shao Er

Penning de Vries, F.

1.2 Do not add indications of rank, such as General, Professor, or Doctor.

2 Determining Entry Element

2.1 Treat as the entry element, the part of the name that the author treats as his or her family name or surname. This can often be determined:

- by looking for references to the author in the item itself (for example, in the bibliography and in the preface or other introductory matter). Note that sometimes the author's surname is in upper case on the title page.
- by consulting the national bibliography of the author's country.

2.2 When it is not evident which part of the name should be used as the entry element, follow the rules below.

3 European Names Except Portuguese and Spanish

Note For Portuguese and Spanish names, see paragraphs 4 and 5 below.

3.1 Entry Element

The entry element is the surname or family name which is the last element in the name.

Examples

Blair, Angus
Lacroix, Yolande
Calvino, Italo
Fuchs, Ingrid

3.2 Compound names

The entry element may be a compound surname. The parts of compound names are often, but not always, joined by a hyphen. Enter compound names under the first element of the compound.

Examples

Mignot-Lefebvre, Marguerite
Weekes-Vagliani, Winifred
Bonham Carter, Mark

3.3 Compound surnames containing prefixes

In AACR2 and in national cataloguing rules of European countries, prefixes are treated differently according to the nationality of the author. For example, an English-speaking author named Charles De La Salle is entered as: De La Salle, Charles; whereas a French-speaking author with the same name is entered as: La Salle, Charles de.

Because it is not always easy to determine the nationality of the author, and therefore to determine how a name containing a prefix should be treated, two options for the treatment of such names have been provided.

Option 1

Use the following simplified rules for treatment of names containing prefixes.

a) Enter surnames beginning with the following prefixes under the prefix.

am
de
del
della
delle
des
di
du
l'
la
las
le
les
li
los
ver
vom
zum
zur

Examples

Am Rhyn, August
Di Giacomo, Salvatore
De la Fontaine, Jean
Ver Boven, Aja

b) Enter surnames beginning with the following prefixes under the part of the surname following the prefix.

af
den
op de
ten
ter
van
van den
van der
von
von der

Examples

Beek, Leo op de

Brink, Jan ten

Hagen, Friedrich von der

Hallstrom, Gunnar af

Option 2

Follow the rules in chapter 22 of AACR2 and in Names of persons for the treatment of prefixes. These are:

a) English-speaking countries

Enter surnames beginning with a prefix under the prefix.

Examples

De la Mare, Walter

Van Doren, Mark

b) France

Enter surnames beginning with "de" under the part of the name following the prefix. Enter surnames beginning with other prefixes under the prefix.

Examples

Beauvoir, Simone de

Des Granges, Charles-Marc

Le Cordier, Roland

La Fontaine, Jean de

c) Germany and Austria

Follow the same rules as for Option 1.

Examples

Hagen, Friedrich von der

Schack, Adolf von

Vom Ende, Erich

d) Italy

Enter surnames beginning with a prefix under the prefix.

Examples

De Amicis, Edmondo

Di Camerino, Roberta

e) Netherlands

Follow the same rules as for Option 1.

Examples

Ver Huell, Carel

Brink, Jan ten

f) Danish, Norwegian, and Swedish

Enter surnames beginning with a prefix of Germanic origin, such as "von", "der", "af", under the part of the name following the prefix. Enter surnames beginning with other kinds of prefix under the prefix.

Examples

Geijerstam, Gustav af

Recke, Ernest von der

De la Gardie, Magnus Gabriel

4 Portuguese Names

4.1 Enter Portuguese names under the last element of the family name.

Examples

Castro, Antonio Pires de

Silva, Ovidio Saraiva de Carvalho e

4.2 When the last element of the family name is a qualifier indicating a family relationship, such as Filho, Júnior, Neto, or Sobrinho, enter under the second last element of the name.

Examples

Vidal Neto, Victor

Castro Sobrinho, António Ribeiro de

4.3 In former Portuguese colonies, however, the qualifier (Filho, Júnior, Neto, and Sobrinho) sometimes constitutes the family name.

Examples

Neto, António Luis

Sobrinho, Jorge

4.4 Enter a simple surname beginning with a prefix under the part following the prefix.

Example

Fonseca, Martinho Augusto da

5 Spanish Names

5.1 Compound Spanish surnames usually consist of the father's name followed by the mother's name. A married woman may add, after these elements, the preposition "de" and her husband's name.

Examples

Franciso Rodriguez Marin

Marcelino Menéndez y Pelayo

Elena Torres Garcia de Urbina

5.2 Enter compound Spanish names under the first element of the surname. This is usually the second last element of the name, but may be, in the case of married women using all three name elements, the third last element.

Examples

Rodriguez Marin, Francisco

Menéndez y Pelayo, Marcelino

Torres Garcia de Urbina, Elena

5.3 Sometimes Spanish authors give only the initial of the last element of the name. If it is not possible to determine the full form of the name, enter it in the form found on the document.

Example

Isaza V., Guillermo

5.4 Enter a surname beginning with a prefix consisting only of an article, such as "Las", under the prefix.

Example

Las Heras, Manuel

5.5 Enter surnames beginning with a prefix consisting of a preposition, or a preposition and an article, under the part of the name following the prefix.

Examples

Vega, Francisco de la
Pereda, José Maria de

6 African Names

6.1 Botswana

Enter under the last part of the name.

Example

Name: Tebogo Kagiso Pule
Enter: Pule, Tebogo Kagiso

6.2 Burkina Faso

Enter under the last part of the name. Do not separate hyphenated compound names.

Examples

Name: Joseph Ki-Zerbo
Enter: Ki-Zerbo, Joseph

Name: Cheik Ousman Diallo
Enter: Diallo, Cheik Ousman

6.3 Burundi

Enter under the last part of the name. Do not separate hyphenated compound surnames.

Examples

Name: Emile Hatungimana
Enter: Hatungimana, Emile

Name: Cyriaque Vyanka-Ndondera
Enter: Vyanka-Ndondera, Cyriaque

6.4 Cameroon

Enter under patronymic, i.e., the part of the name that follows a forename of European or Islamic origin.

Examples

Name: Ousmane Mey
Enter: Mey, Ousmane

Name: Mathias Makang Ma Mbock

Enter: Makang Ma Mbock, Mathias

6.5 Chad

Enter under the first element of the name, in direct order.

Examples

Name: Sou Ngonn Sou

Enter: Sou Ngonn Sou

Name: Bongbanda Hogra

Enter: Bongbanda Hogra

6.6 Côte d'Ivoire

Enter under patronymic, which is usually the first element of the name. Insert a comma after the patronymic.

Examples

Name: Assouan Akassiba

Enter: Assouan, Akassiba

Name: Amoikon Aka N'da

Enter: Amoikon, Aka N'da

6.6 Ethiopia

Enter under the first element of the name, in direct order.

Examples

Name: Ermias Kebreab

Enter: Ermias Kebreab

Name: Eshetu Habte Georgis

Enter: Eshetu Habte Georgis

6.7 The Gambia

Enter under patronymic. This is usually the last element.

Example

Name: Seydou N'jie Badjan

Enter: Badjan, Seydou N'jie

6.8 Ghana

Enter under surname, which is the last element in the name. Enter compound surnames under the first part of the compound. Enter surnames beginning with a prefix under the prefix.

Examples

Name: Kweku Dua-Agyemang
Enter: Dua-Agyemang, Kweku

Name: Daniel Kojo Da Rocha
Enter: Da Rocha, Daniel Kojo

6.9 Ivory Coast See Côte d'Ivoire

6.10 Kenya

a) Afro-Asiatic group of languages (Somali, Borana, etc.)

Enter under the first element of the name, in direct order.

Examples

Name: Yusuf Hassan
Enter: Yusuf Hassan

Name: Amina Inan Ali
Enter: Amina Inan Ali

b) Bantu group of languages

Enter under the last element of the name.

Examples

Name: Munyao wa Musau
Enter: Musau, Munyao wa

Name: James Musau Munyao Mula
Enter: Mula, James Musau Munyao

c) Kalenjin; Luo

Enter under the last element of the name.

Examples

Name: John Ongayo Kokwaro
Enter: Kokwaro, John Ongayo

Name: Arphaxao Kipruto arap Maiyo
Enter: Maiyo, Arphaxao Kipruto arap

d) Pokot

Enter under the parts of the name following a forename of foreign origin, in direct order.

Examples

Name: Ruth Chenanga Chepo Kapelion
Enter: Chenanga Chepo Kapelion, Ruth

Name: Peter Pseret Endoo
Enter: Pseret Endoo, Peter

e) Banjuni group of languages (Kiamu and Swahili)

Enter under the first element of the name, in direct order.

Example

Name: Athman bin Lali Omar
Enter: Athman bin Lali Omar

6.11 Mauritania

Enter under the first element of the name, in direct order.

Examples

Name: Moktar Ould Haiba
Enter: Moktar Ould Haiba

Name: Ahmed Ould Djeddou
Enter: Ahmed Ould Djeddou

6.12 Nigeria

Enter under family name, which is the last element of the name.

Examples

Name: Chinua Achebe
Enter: Achebe, Chinua

Name: Abubakar Babba-Innar
Enter: Babba-Innar, Abubakar

6.13 Senegal

Enter under patronymic, which is usually the last element of the name, and include terms of respect, such as "Adjaratou" and "El Hadj", as in the examples.

Examples

Name: Amadou Ndiaye Samb
Enter: Samb, Amadou Ndiaye

Name: El Hadj Assane Diop
Enter: Diop, El Hadj Assane

Name: Adjaratou Magatte Sall Ndiaye
Enter: Ndiaye, Adjaratou Magatte Sall

6.14 Tanzania

a) Names in Western form

Enter under surname. Enter a surname beginning with a prefix under the prefix. Enter a compound surname under the last element of the name.

Example (surname beginning with a prefix)

Name: R.K. Che Kondo
Enter: Che Kondo, R.K.

Examples (compound name)

Name: Julius Kambarage Nyerere
Enter: Nyerere, Julius Kambarage

Name: B.B. Ngene wa Mapua
Enter: Mapua, B.B. Ngene wa

b) Islamic and tribal forms

Enter under the first element of the name, in direct order.

Examples

Name: Hasani bini Ismail
Enter: Hasani bini Ismail

Name: Kiziku wa Maziku
Enter: Kiziku wa Maziku

6.15 Uganda

Enter under family name, which is the last element of the name.

Examples

Name: Tucker Lwanga
Enter: Lwanga, Tucker

Name: Okot p'Bitek

Enter: p'Bitek, Okot

Name: John Kibuka-Musoke

Enter: Kibuka-Musoke, John

6.16 Upper Volta See Burkina Faso

6.17 Zaire

Enter under the first element of the name, in direct order.

Examples

Name: Ilanga Nyonschi

Enter: Ilanga Nyonschi

Name: Lumpungu Kamanda

Enter: Lumpungu Kamanda

6.18 Zambia

Enter under the last element of the name.

Example

Name: Samual Samusungwa

Enter: Samusungwa, Samual

7 Arabic Names

7.1 When an Arabic name has only two elements, the second element is the family name.

Examples

Name: Fatimah Barakat

Enter: Barakat, Fatimah

Name: Jamil Mattar

Enter: Mattar, Jamil

7.2 Compound names containing prefixes

Enter compound family names containing the prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben, or Ibn under the prefix.

Examples

Name: Abbas Mahmud Al'Akkad

Enter: Al'Akkad, Abbas Mahmud

Name: Tahir Abdul Hakim

Enter: Abdul Hakim, Tahir

Name: Abdul Rahman Ibn Khaldoun

Enter: Ibn Khaldoun, Abdul Rahman

7.3 Compound names containing suffixes

The phrase "El-Dine" and its variants (al-din, al-Din, etc.) is a suffix and is therefore always the second part of a family name or of a given name.

Examples

Name: Kheir El-Dine Raouf

Enter: Raouf, Kheir El-Dine

Name: Muhammad Sadr al-Din

Enter: Sadr al-Din, Muhammad

8 Asian names

8.1 Bangladesh

Enter under the last element of the name.

Examples

Name: Anwar Pasha

Enter: Pasha, Anwar

Name: Rabindra Bijay Barua

Enter: Barua, Rabindra Bijay

8.2 Burma *See* Myanmar

8.3 Chinese names

Enter under the family name, which is the first element of the name. Insert a comma after the family name.

Examples

Name: Lee Hon-ling

Enter: Lee, Hon-ling

Name: Li Xuezeng

Enter: Li, Xuezeng

Name: Lim Hong Too

Enter: Lim, Hong Too

Note Chinese living abroad or writing for a Western audience frequently reverse the traditional order of their name.

Example

Name: Ching-chih Chen
Enter: Chen, Ching-chih

When a Western forename is added, enter it before the Chinese forenames.

Example

Name: Philip Loh Fook Seng
Enter: Loh, Philip Fook Seng

8.4 India

a) Punjabi names (i.e., names containing "Singh")

Enter under the first element, in direct order.

Examples

Name: Surjit Singh Sethi
Enter: Surjit Singh Sethi

Name: Trilok Singh
Enter: Trilok Singh

b) Other names

When parts of the name have been reduced to initials, enter under the part of the name written in full. If it is not clear which part of the name should be the entry element, enter under the last element of the name.

Examples

Name: V.K.P. Rao
Enter: Rao, V.K.P.

Name: C.P. Ramaswamy Ayyar
Enter: Ramaswamy Ayyar, C.P.

Name: Subhash Chandra Bose
Enter: Bose, Subhash Chandra

8.5 Indonesia

Enter names containing terms of relationship, such as bin, binte, binti, or ibni, under the first element, in direct order.

Example

Name: Abdullah bin Nuh
Enter: Abdullah bin Nuh

Enter other names under the last element of the name.

Examples

Name: Amir Taat Nasution
Enter: Nasution, Amir Taat

Name: Nani Suwondo-Surasno
Enter: Suwondo-Surasno, Nani

8.6 Japan

Enter under family name, which is the last element of the name.

Examples

Name: Itsue Takamure
Enter: Takamure, Itsue

Name: Hiroko Ozaki
Enter: Ozaki, Hiroko

8.7 Korea

Treat Korean names in the same way as Chinese names.

Examples

Name: Kim Ku
Enter: Kim, Ku

Name: Koh Hoe-Young
Enter: Koh, Hoe-Young

8.8 Malay names

Enter under the first element of the name, in direct order. However, if it is known that the person treats another element of the name as the surname, treat that part as the entry element.

Examples

Name: Abdullah Sanusi bin Ahmad
Enter: Abdullah Sanusi bin Ahmad

Name: Fatimah Husain
Enter: Fatimah Husain

Name: A. Samad Said

Enter: A. Samad Said

Name: Faridah Merican (uses the second element as surname)

Enter: Merican, Faridah

8.9 Myanmar

Enter under the first element of the name, in direct order, unless the first element is a Western forename. Terms of address, such as U, Daw, Ko, Ma, Maung, Bo, and Saya, are entered after the name, preceded by a comma.

Examples

Name: U Thant

Enter: Thant, U

Name: Freddie Ba Hli

Enter: Ba Hli, Freddie

Name: Maung Hla Htun

Enter: Hla Htun, Maung

8.10 Pakistan

Enter under the last element of the name.

Examples

Name: Anwarul Haque Chaudhri

Enter: Chaudhri, Anwarul Haque

Name: Muhammad Husayn

Enter: Husayn, Muhammed

However, names consisting of two personal names, of which the first is not Muhammad, or a variant form of Muhammad, are entered under the first name, in direct order.

Example

Name: Hazrat Ali

Enter: Hazrat Ali

Name: Noor Mohammad

Enter: Noor Mohammad

8.11 Philippines

Enter compound surnames under the first element of the compound. Enter surnames beginning with a prefix under the prefix.

Examples

Name: Pedro Pe Benito
Enter: Pe Benito, Pedro

Name: Horacio de la Costa
Enter: de la Costa, Horacio

8.12 Sri Lanka

Enter under the last element of the name. Enter surnames beginning with a prefix under the prefix. When the last element of the name is preceded by a name of Western origin, thus making a compound surname, enter under the first element of the compound.

Examples

Name: Ratne Welikala
Enter: Welikala, Ratne

Name: Lal Premnath De Mel
Enter: De Mel, Lal Premnath

Name: D.F. De Silva Guneratne
Enter: De Silva Guneratne, D.F.

8.13 Thailand

Enter under the first element of the name, in direct order.

Examples

Name: Nilawan Pinthong
Enter: Nilawan Pinthong

Name: Maria Laosunthara
Enter: Maria Laosunthara

8.14 Vietnam

Enter under the last element of the name, which is the personal name.

Note The first element of the name is the family name, but this is not used as the entry element.)

Example

Name: Nguyen Dinh Thi
Enter: Thi, Nguyen Dinh

ANNEX 2: CORPORATE NAME AUTHORITY FILE RULES

A corporate body is an organization or group of persons that is identified by a particular name and that acts collectively. Corporate bodies include institutions, governments, international organizations, religious bodies, associations, and business firms.

Examples

National Research Council

Asian and Pacific Skill Development Programme

Unesco

Brasil. Secretaria Especial do Meio Ambiente

Universidad Católica Boliviana

Bibliothèque Nationale Suisse

To promote consistency in the way corporate bodies are entered in the bibliographic records, you are strongly advised to maintain an authority file for the names of corporate bodies.

The rules in this annex are for the establishment of entries in the Corporate Name Authority File, which will be consulted for the correct form of entry (i.e., the form of the name established for use in a particular system) for the following fields:

111 - Corporate author(s)
112 - Affiliation
113 - Other associated institution(s)
211 - Corporate author(s) - parent

I FORM OF THE CORPORATE NAME AUTHORITY FILE

The Corporate Name Authority File (CNAF) may take the form either of a card index or of a computerized file. The decision as to form will depend on the size of the bibliographic database, and the amount of computer storage space available.

For the sake of simplicity, the examples of entries and cross references given in the "Rules for names of corporate bodies" section of this annex take the form of entries in a card index.

1 Corporate Name Authority File in the Form of a Card Index

The Corporate Name Authority File in the form of a card index will contain entries for the correct form of the name of each body, interfiled with cross references from variant forms of the name.

The card for the correct form of the name will show the forms of the name from which references have been made, preceded by "X". This allows all of the cards to be traced if an entry needs to be changed. It will also show the date on which the entry was established.

Example

Card 1

International Development Research Centre, Ottawa, ON CA

Other lang: Centre de Recherches pour le Développement International
Centro Internacional de Investigaciones para el Desarrollo

X IDRC 1988-01-14

Card 2

IDRC

See: International Development Research Centre

Card 3

Centre de Recherches pour le Développement International, Ottawa, ON CA

Other lang: Centro Internacional de Investigaciones para el Desarrollo
International Development Research Centre

X CRDI 1988-01-14

Card 4

CRDI

See: Centre de Recherches pour le Développement International

Card 5

Centro Internacional de Investigaciones para el Desarrollo, Ottawa, ON CA

Other lang: Centre de Recherches pour le Développement International
International Development Research Centre

X CIID 1988-01-14

Card 6

CIID

See: Centro Internacional de Investigaciones para el Desarrollo

2 Computerized Corporate Name Authority Records

In MICRO-ISIS, corporate name authority records may be created in the bibliographic database, allowing a code representing the corporate body name (in fact, the MFN of the authority record) to be entered in **subfield z** of the appropriate field in the bibliographic record, instead of the name in full. When the bibliographic record is displayed or printed, the full name of the corporate body appears in place of the code. The advantages of computerized authority records are described in the Introduction in (Section 8).

ANNEX 2: CORPORATE NAME AUTHORITY FILE RULES

Here is a list of fields required in the corporate name authority record.

Corporate Name Authority Records

Tag	Field name	Subfields	Repeat-able	Length	Inversion technique
901	Corporate body	**^a** Parent body **^b** Sub-body **^c** Place **^d** Country code		500	^a 4 ^b 4
902	See reference(s)		R	500	4
903	Other language version(s)		R	500	
904	Former name(s)		R	500	
905	Later name(s)		R	500	
997	Authority record notes			200	
998	Authority record date			10	
999	Record type			1	0

The significant words in **fields 901** and **902** may be inverted for retrieval (using MICRO-ISIS indexing technique 4). Both fields will be inverted with the field identifier 901.

Fields 902 to **905** will contain the cross references.

Field 997 will contain information such as the source in which the correct form of the name was verified and other information about changes of name.

Field 998 will contain the date the record was created or the date on which it was last changed. The date is entered in the form YYYY-MM-DD, i.e., year-month-day, as in the examples below.

For corporate authority records, **field 999** will always contain the code C.

Examples

MFN 2

901 ^aInternational Development Research Centre^cOttawa, ON^dCA
902 IDRC
903 Centre de Recherches pour le Développement International%Centro Internacional de Investigaciones para el Desarrollo
997 Source: its annual report
998 1988-01-14
999 C

MFN 5

901 ^aCentre de Recherches pour le Développement International^cOttawa, ON^dCA
902 CRDI
903 International Development Research Centre%Centro Internacional de Investigaciones para el Desarrollo
997 Source: its annual report
998 1988-01-14
999 C

MFN 6

901	^aCentro Internacional de Investigaciones para el Desarrollo^cOttawa, ON^dCA
902	CIID
903	International Development Research Centre%Centre de Recherches pour le Développement International
997	Source: its annual report
998	1988-01-14
999	C

MFN 11

901	^aECAFE^cBangkok^dTH
902	Economic Commission for Asia and the Far East%UN. Economic Commission for Asia and the Far East
905	ESCAP
997	Name changed in 1974
998	1987-10-01
999	C

MFN 3

901	^aESCAP^cBangkok^dTH
902	Economic and Social Commission for Asia and the Pacific%UN. Economic and Social Commission for Asia and the Pacific
904	ECAFE
997	Name changed in 1974. Source: Ybk of Int Orgs
998	1987-10-01
999	C

MFN 4

901	^aNigeria. Federal Office of Statistics^bSurvey Organization and Methods Division^dNG
998	1988-04-12
999	C

A printed version of the authority file may be produced by interfiling fields **901** and **902**, as in the following example:[24]

CORPORATE NAME AUTHORITY FILE

Centre de Recherches pour le Développement International, Ottawa, ON CA
(5)
OTHER LANG: Centro Internacional de Investigaciones para el Desarrollo
International Development Research Centre

Centro Internacional de Investigaciones para el Desarrollo, Ottawa, ON CA
(6)
OTHER LANG: Centre de Recherches pour le Développement International
International Development Research Centre

---

[24] To produce this kind of corporate authority index in MICRO-ISIS, use the special program CORP on the accompanying diskette (output is Annex 19, example 14).

CIID
    SEE: Centro Internacional de Investigaciones para el Desarrollo (6)

CRDI
    SEE: Centre de Recherches pour le Développement International (5)

ECAFE, Bangkok TH (11)
    SEE ALSO LATER NAME: ESCAP

Economic and Social Commission for Asia and the Pacific
    SEE: ESCAP (3)

Economic Commission for Asia and the Far East
    SEE: ECAFE (11)

ESCAP, Bangkok TH (3)
    SEE ALSO EARLIER NAME: ECAFE

IDRC
    SEE: International Development Research Centre (2)

International Development Research Centre, Ottawa, ON CA (2)
    OTHER LANG: Centre de Recherches pour le Développement International
    Centro Internacional de Investigaciones para el Desarrollo

Nigeria. Federal Office of Statistics. Survey Organization and Methods Division NG (4)

UN. Economic and Social Commission for Asia and the Pacific
    SEE: ESCAP (3)

UN. Economic Commission for Asia and the Far East
    SEE: ECAFE (11)

II RULES FOR NAMES OF CORPORATE BODIES

Note The corporate name authority entry comprises the name of the corporate body, its location (town or city), and the ISO two-letter country code corresponding to the country in which it is located.

The rules for names of corporate bodies are based on the Rules for Form of Institution Name in Guidelines for the building of authority files in development-information systems,[25] which were in turn based on chapter 24 of AACR2.[26]

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[25] Di Lauro, Anne, and Sly, Maureen. Guidelines for the Building of Authority Files in Development-Information Systems. Ottawa, IDRC, 1985. (IDRC-TS52e)

[26] Anglo-American Cataloguing Rules. 2nd ed. Chicago, American Library Association, 1978.

ANNEX 2: CORPORATE NAME AUTHORITY FILE RULES

There are two slight differences between the rules in this annex and those in chapter 24 of AACR2:

1) Although AACR2 treats projects and conferences as types of corporate body, they are not included in these rules because in this manual they are entered in separate fields.

2) The kind of subordinate body that does not normally have a distinctive name, such as a library serving an organization, or a department or school of a university, is entered as a subheading under the name of the parent body, even if it has a distinctive name. An exception is made, however, if the subordinate body is better known under its own name (see Section 7 below).

1 General Rule

Enter a corporate body under its own name, unless the rules in Sections 7 and 9 provide for entering it as a subheading under the name of the parent body.

Consult reference sources to verify the official form of the name. Useful reference sources[27] include:

Europa Yearbook

United Nations Handbook

World of Learning

Yearbook of International Organizations

national bibliographies

official publications of the body itself

2 Language of the Name of the Body

Note For choice of language for names of governments, see Section 9.

2.1 Enter the name of the body in its official language.

Example

An item written in English by the Royal Tropical Institute in Amsterdam bears the name of the body in both English and Dutch. The official language of the institute is Dutch.

Enter the name of the body in its official language:

Koninklijk Instituut voor de Tropen

2.2 If it is not possible to verify the official language version of the name, use the version found on the item in hand.

---

[27] For full bibliographic details, see the Bibliography (Annex 16).

Example

The item is in English, and the corporate author, the Finnish Foundation of Alcohol Studies, is cited only in English. The name of the body in its official language is not found in available references.

The body is therefore entered as:

Finnish Foundation of Alcohol Studies

2.3 If the only official version of the name is in a non-Roman alphabet, you may choose either to transliterate the name using available international standards, or use a translation of the name found on the item or in reference sources. (International standards for the transliteration of Chinese, Japanese, Arabic, Hebrew, Greek, and Cyrillic are listed in the bibliography under the International Organization for Standardization.)

Examples

Either: Nihon Seisansei Hombu

Or: Japan Productivity Centre

Either: Akademiia Nauk SSSR

Or: Academy of Sciences of the USSR

2.4 If the body has an official name in more than one language, choose one of the **Options** below.

Option 1: unilingual information systems

a) If the body has an official name in more than one language, select the official language version of the name that corresponds to the language of the system.

Example

The language of the system is English. The body has three official language versions of its name - English, French, and Spanish.

Use the English version of the name for all items by the body, regardless of the language in which the items are written:

International Hotel Association

b) If none of the official language versions of the name corresponds to the language of the system, select the official language version that is best understood by the users of the system.

Example

The language of the system is English. The body has two official language forms of its name - Arabic and French.

Use the French form of the name.

c) Make a "See" reference in the authority file from each of the language versions not used.

Examples

Asociación Internacional de Hostelería
    See: International Hotel Association

Association Internationale de l'Hôtellerie
    See: International Hotel Association

Option 2: multilingual information systems

a) If the body has an official name in more than one language, establish an entry in the Corporate Name Authority File for each of the official language versions that correspond to the languages of the system.

Example

The languages of the system are English and French. The body has an official name in English, French, and Spanish.

Make an entry in the authority file for both the English and the French versions of the name.

b) Make a "See also" reference from each official language version selected to the other selected language versions; and make a "See" reference from any language versions **not** selected to the selected language versions.

Examples

Card 1

Asociación Internacional de Hostelería

See: Association Internationale de l'Hôtellerie
International Hotel Association

Card 2

Association Internationale de l'Hôtellerie

Other lang: International Hotel Association

X Asociación Internacional de Hostelería

Card 3

International Hotel Association

Other lang: Association Internationale de l'Hôtellerie

X Asociación Internacional de Hostelería

3 Changes of Name

3.1 If a body changes its name, retain the entry in the authority file under its former name and make a new entry in the authority file for the new name of the body. Make "See also" references between the two names.

Example

ECAFE

See also later name: ESCAP

ESCAP

See also former name: ECAFE

4 Acronyms

4.1 When the only official name of an organization is an acronym, use the acronym.

Example

OXFAM

4.2 When the body is an international organization that is known internationally by its official acronym, use the acronym rather than the full name of the body. It is recommended that you use the acronyms listed in Annex 12.

Examples

ECA

IFLA

UNICEF

4.3 Do not enter periods or spaces within an acronym.

Example

OECD (not O.E.C.D or O. E. C. D.)

4.4 In your authority file, make a "See" reference from the full form of the name to the acronym.

Example

Association of South East Asian Nations

See: ASEAN

5 Additions to Names

If necessary to show the nature of the body, add terms such as "Firm" in parentheses after the name of the body. Enter the term in the language of the corporate body name. If this is not possible, enter it in one of the languages of the system.

Examples

J. Whitaker (Firm)

Jacques Esterel (Firme)

Socometal (Firma)

6 Omissions from Names

Omit terms such as Inc., S.A., and Ltd. from the name unless they are needed to show that the name refers to a corporate body.

Examples

Compañía Internacional Editora (omit S.A.)

but: Mineral Systems, Inc.

7 Subordinate Bodies

A subordinate body is a body that is part of a larger corporate body.

Note Section 7 provides general rules for the treatment of subordinate bodies. See also Section 9 for the treatment of subordinate government bodies.

7.1 Enter a subordinate body as a subheading under the parent body if it is one of the following:

a) A department, division, branch, section, office, or unit of the parent body.

Examples

UN. Population Division

ONU. Bureau de Statistique

Special Libraries Association. Education Division

WHO. Regional Office for Africa

b) A faculty, school, institute, department, or research centre of a university.

Examples

Université Catholique de Louvain. Département de Démographie

Australian National University. Research School of Social Sciences

However, if an institute, research centre, or school has a distinctive name and is better known under its own name than under the name of the university, enter it directly under its own name.

Example

London School of Economics is better known under its own name than under the name of the body of which it is part (University of London).

c) A library or laboratory serving the needs of the institution to which it is attached.

Example

UN. Dag Hammarskjöld Library

d) A committee or commission established by the parent body. (For joint committees, see Section 8.)

Example

UN. Committee on the Peaceful Uses of Outer Space

7.2 When there are several hierarchical elements in the name of the body, omit intervening levels that are not necessary to identify the body.

Example

Hierarchy: United Nations
Economic and Social Council
Statistical Commission

Enter: UN. Statistical Commission

7.3 If the name of the body contains two or more hierarchical levels, the parent body is entered in **subfield a** of the appropriate field in the bibliographic record. The other elements are entered in **subfield b**, separated by a period and a space. When the field is printed or displayed, a period and a space are inserted between **subfield a** and **subfield b**.

In the computerized corporate name authority records described at the beginning of this annex, the parent body is entered in **subfield a** of **field 901** and the subordinate bodies are entered in **subfield b**.

Note The name of a government is not considered to be a hierarchical level on its own. (See the third example below.)

Examples

^**a**American Library Association^**b**Resources and Technical Services Division. Board of Directors

^**a**UN^**b**Statistical Commission

^**a**United States. Department of Energy^**b**Wind Energy Technology Division

8 Joint Bodies

8.1 Enter a body made up of representatives of two or more other bodies under its own name. Make appropriate "See" references, as in the example below.

Example

Card 1

Joint ECA/FAO Agriculture Division

X ECA. Joint ECA/FAO Agriculture Division
X FAO. Joint ECA/FAO Agriculture Division

Card 2

ECA. Joint ECA/FAO Agriculture Division

See: Joint ECA/FAO Agriculture Division

Card 3

FAO. Joint ECA/FAO Agriculture Division

See: Joint ECA/FAO Agriculture Division

8.2 However, if a joint body is made up of parts of the same parent body, enter it as a subheading under the name of the parent body.

Example

The Joint Committee to Compile a List of International Subscription Agents is made up of representatives of three branches of the American Library Association. Enter the joint committee as:

American Library Association. Joint Committee to Compile a List of International Subscription Agents

9 Government Bodies

A government body is a body created or controlled by a government.

9.1 Enter a government body directly under its own name unless the name of the body indicates that it has an administrative, legislative, or judicial function (i.e., government ministries, etc.).

(See Sections 9.2 to 9.6 below for the treatment of government bodies that have administrative, legislative or judicial functions.)

Examples of government bodies entered directly under their own name

Oak Ridge National Laboratory

Overseas Development Institute

National Centre for Health Statistics

British Library

Institut National de la Statistique et des Etudes Economiques

9.2 Enter a government body whose name indicates that it has administrative, legislative, or judicial functions as a subheading under the name of the government.

Enter the body directly under the name of the government, unless the name of an intermediate body is required to properly identify the body.

Examples

Pakistan. Ministry of Information and Broadcasting

Colombia. Departamento Nacional de Planeación

United States. Energy Information Administration

Tanzania. Bureau of Statistics

Sénégal. Ministère du Plan et de la Coopération

9.3 Name of a government

The name of a government is the name of the territory it governs. This may be a country, province, or state, or a city.

Use the short form of the name of the government.

Examples

Australia (not Commonwealth of Australia)

Côte d'Ivoire (not République de Côte d'Ivoire)

9.4 Language of the name of the government

Be consistent in the use of a language for the name of the government, by selecting one of the following two options:

Option 1: stand-alone system, unilingual system, or multilingual system with no centralized database

Enter the name of the government in the language of the system, or enter it consistently in one of the languages of the system.

Examples

If the language of the system is English:

Spain

Germany (Federal Republic)

Sweden

If the language of the system is French:

Espagne

Allemagne (République Fédérale)

Suède

If the languages of the system are Portuguese and Spanish, and Spanish is chosen as the language in which names of governments are entered consistently:

España

Alemania (República Federal)

Suecia

Option 2: multilingual system with a centralized database

a) Enter the name of the government in the language of the government.

Examples

España

Deutschland (Bundesrepublik)

Sverige

b) If the government has more than one official language, select the language version that corresponds to the official language in which the government body is cited on the item.

Example

Switzerland has three official language forms of its name - Schweiz, Suisse, and Svizzera.

Select the German form of the name when the item is in German, the French form when the item is in French, and the Italian form when the item is in Italian, as in the following example:

Schweiz. Politisches Departemant
Suisse. Département Politique
Svizzera. Dipartimento Politico

c) A complete list of names of governments in the language of the government can be found in Annex 9.

9.5 Governments below the national level

For governments below the national level (i.e. state, provincial, and city governments), add an appropriate distinguishing term in parentheses after the name of the government.

Examples

Québec (Province)
Québec (Ville)

New York (State)
New York (City)

Bahia (Estado)

9.6 Government bodies entered as a subheading under the name of the government

The following types of government body are entered as a subheading under the name of the government.

a) Government ministries and departments, branches, sections, units, offices, etc. of government ministries.

Examples

United States. Office of Technology Assessment

Liberia. Ministry of Planning and Economic Affairs

Mauritanie. Direction de la Statistique

b) Government commissions and committees

Example

Canada. Metric Commission

c) Legislative bodies

Example

United Kingdom. Parliament

d) Embassies and consulates

Examples

France. Ambassade (London)

Sri Lanka. High Commission (Canada)

e) Delegations to international organizations

Example

Uruguay. Delegación en las Naciones Unidas

f) Chiefs of state and heads of government

Examples

France. Premier Ministre

United States. President

g) Courts

Example

United Kingdom. Crown Court (Manchester)

h) Armed services

Example

United States. Army Map Service

10 Place and Country Code

10.1 Add, after the name of the body, the place (town or city) where the body is located.

Exception Do not add the place after the names of government bodies entered as subheadings under the name of the government.

10.2 Follow the guidelines in Annex 5 for entering place names.

10.3 Always add the ISO two-letter country code corresponding to the country where the body is located (see Annex 10).

Examples

FAO, Rome IT

WHO. Regional Office for the Western Pacific, Manila PH

Biblioteca Nacional de Agricultura, Brasília BR

Carleton University, Ottawa, ON CA

Institut du Sahel, Bamako ML

But

Canada. Department of the Environment CA

Ethiopia. Ministry of Rural Development ET

Uttar Pradesh (State). Department of Social Welfare IN

10.4 In the bibliographic record, the place will be entered in **subfield c** and the country code in **subfield d** of the appropriate field. In the computerized corporate name authority records suggested at the beginning of this annex, the place is entered in **subfield c** and the country code in **subfield d** of **field 901**.

Examples

^aFAO^cRome^dIT

^aCanada. Department of the Environment^dCA

11 Capitalization and Punctuation

11.1 Capitalize each significant word in the name of the body. (Although rules for capitalization vary in different languages, this rule has been adopted for consistency and convenience.)

11.2 Do not enter a period at the end of any of the fields.

11.3 Do not enter the hyphen in hyphenated words unless the two parts of the word can stand alone as separate words.

Examples

Enter: Co-operation as Cooperation
Inter-regional as Interregional
Sub-Saharan as SubSaharan

But

retain the hyphen in: Round-table
East-West

ANNEX 3: GUIDE TO SUBJECT INDEXING AND RETRIEVAL

Note The examples in this annex are taken from the English edition of the Macrothesaurus for information processing in the field of economic and social development.[28]

I SUBJECT INDEXING

The primary aim of subject indexing is to allow the user seeking information on a particular subject to retrieve all of the relevant items in the collection. In a computerized system, subject retrieval is carried out by searching the database for the relevant subject indexing terms.

1 The Thesaurus

In most computerized information systems, indexing terms are selected from a thesaurus. In a thesaurus, the indexing terms (called "descriptors") are presented in such a way as to show their relationship to each other.

For example, the Macrothesaurus contains the following sections:

- a main, alphabetically arranged section giving full information about each descriptor,
- a section entitled "Descriptor groups", arranged by facet number,
- a hierarchical display, and
- a KWOC (Key Word Out of Context) index.

Here is an example of an entry in the main alphabetical section of the Macrothesaurus:

INDUSTRIAL CROPS
CULTURES INDUSTRIELLES / CULTIVOS INDUSTRIALES - 07-07-02
Refers to crops grown on a large scale and processed with mechanical equipment.
UF: CASH CROPS
TT: CROPS
BT: CROPS
NT: COCOA
COCONUTS
COFFEE
COTTON
FLAX
HEVEAS
OIL CROPS
OPIUM
SUGAR BEETS
SUGAR CANE
TEA
TOBACCO
RT: AGROINDUSTRY

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[28] Viet, Jean. Macrothesaurus for Information Processing in the Field of Economic and Social Development. 3rd ed. New York, United Nations, 1985. (ST/ESA/160)

The French and Spanish equivalents of the descriptor are given, followed by the facet number, indicating the broad subject group to which the descriptor belongs. The next part of the entry is the scope note, explaining how the descriptor is to be used.

The initials UF (Use For) indicate that a "USE" reference (equivalent to a "SEE" reference) has been made from this term:

CASH CROPS
    USE: INDUSTRIAL CROPS

The initials TT (Top Term), BT (Broader Term), NT (Narrower Term), and RT (Related Term) indicate the place of the descriptor within a hierarchy.

Top Term	means the most general term in the hierarchy. For example, in the hierarchy: ANIMALS DOMESTIC ANIMALS DOGS the Top Term is ANIMALS.
Broader Term	means a term that is more general than the descriptor. For example, DOMESTIC ANIMALS is the Broader Term of DOGS.
Narrower Term	means a term that is more specific than the descriptor. For example, DOGS is a Narrower Term of DOMESTIC ANIMALS.
Related Term	means a term that is neither more general nor more specific than the descriptor, but that is related to it. For example, INDUSTRIAL CROPS and AGROINDUSTRY are related to each other, but they are not in the same hierarchical line.

2 Determining the Subject Matter of the Item

2.1 To determine the subject matter of the item read the title page, preface, introduction, contents list, opening paragraphs, and conclusion.

2.2 Do not rely solely on a summary appearing on the item itself.

2.3 Do not read the whole document unless it is not otherwise possible to determine the subject (e.g., if there is no contents list, introduction, etc., or if the subject matter is difficult to understand).

2.4 As you scan the item, make a list of the concepts covered, including countries and regions, and international systems and organizations.

Make a note of the concepts that are the primary subject of the item. These will be entered in the primary descriptor field.

Do not list concepts that are mentioned only briefly and for which little substantial information is given. Put yourself in the place of the user and ask yourself whether, if you were looking for information on this subject, you would find this particular item relevant.

3 Selecting Descriptors

The next step is to translate the concepts in the list into the appropriate descriptors.

First, however, become familiar with the arrangement of the thesaurus by reading the introduction and perusing each section.

3.1 For each concept, consult the alphabetical display to find the most appropriate descriptor. Determine whether it is appropriate by perusing the scope note, the descriptor group to which it belongs, and the UF, BT, NT, and RT terms.

Example 1

The item treats the subject "on-the-job training". In the alphabetical display of descriptors, the following entry is found:

ON-THE-JOB TRAINING
  USE: IN-SERVICE TRAINING

Under the descriptor IN-SERVICE TRAINING, the following scope note is found:

Training given during active, paid work-periods.

This corresponds to the subject of the item, so the descriptor IN-SERVICE TRAINING is selected.

Example 2

The item is a list of codes for the representation of names of languages. In the alphabetical display of descriptors, the following entry is found:

CODES
CODES/CODIGOS - 04-01-01
  NT: BUILDING CODES
      LABOUR CODE
  RT: REGULATIONS

The descriptor CODES is obviously not used in the same sense as in the document. Therefore, this descriptor is NOT selected. (Instead, the more general descriptor TERMINOLOGY is chosen.)

3.2 Select the most specific descriptor that expresses the concept.

Example

The concept "natural fibres" has been listed. Under the descriptor NATURAL FIBRES, the following Narrower Terms are listed:

ANIMAL FIBRES
PLANT FIBRES

The item deals only with plant fibres. Therefore, the descriptor PLANT FIBRES is selected.

3.3 However, if the item deals broadly with an array of subjects, choose a general descriptor rather than several specific ones.

Example

The item discusses energy resources in general, mentioning each kind of energy resource - electric, gas, nuclear, biomass, solar, wind, water, etc. The descriptor ENERGY RESOURCES is selected.

3.4 If you do not find a suitable descriptor in the alphabetical display, turn to the other sections of the thesaurus.

Example 1

The concept "job sharing" does not appear in the alphabetical listing. However, under the heading SHARING in the KWOC index, the descriptor WORK SHARING is found. In the alphabetical section, the scope note under WORK SHARING indicates that it has the same meaning as job sharing. The descriptor WORK SHARING is therefore selected.

Example 2

The concept "shanty town" does not appear in the alphabetical listing. Under the subject category for urban areas - 14-04-03 - the descriptor SLUMS is found. The descriptor SLUMS is checked in the alphabetical listing and is selected.

3.5 If you do not find a descriptor that expresses the concept precisely, either use a broader descriptor, or combine several descriptors.

Example 1

The subject of the item is "handpumps". There is no descriptor for this concept, so the more general descriptor PUMPS is selected.

Example 2

The concept "microcomputer software" has been listed. In the alphabetical section of the thesaurus, the descriptor MICROCOMPUTERS is found, and a USE reference from "software" to COMPUTER PROGRAMMES. Two descriptors are therefore chosen to express this concept: MICROCOMPUTERS and COMPUTER PROGRAMMES.

3.6 As you become more familiar with the thesaurus, the appropriate descriptors will come to mind as you scan the item and note down the concepts. However, always check the descriptors in the thesaurus to be sure they are valid and that they are properly spelled. If you do not enter a descriptor accurately, it will not be found in a search. Printing an alphabetical list of the descriptors used in the database from time to time will help reveal any errors that may have occurred.

3.7 If it is the policy of the information system to do so, select local descriptors from the authority list maintained by the system. Local descriptors will probably include names of national institutions and names of geographic entities that do not come into the scope of the thesaurus, such as names of persons, states, provinces, towns, lakes, and rivers.

3.8 If you encounter a new technology or concept in the item, consider proposing it as a new descriptor to the agency that manages the thesaurus. Follow the guidelines of the thesaurus management agency for proposing a new descriptor.

4 Entering the Descriptors in the Bibliographic Record

To facilitate the production of printed subject and geographic indexes, this manual provides three fields for descriptors selected from the thesaurus: Primary descriptors (**300**), Geographic descriptors (**302**), and Secondary descriptors (**301**)

4.1 Primary descriptors (300)

A maximum of six descriptors that describe the main subjects of the item is entered in this field. These descriptors are used to create a printed subject index. For this reason, descriptors that are not meaningful as entries in an index, i.e., terms that are only meaningful when combined with other descriptors in an on-line search are not entered in this field.

The following descriptors are examples of those that should be **excluded** from **field 300**:

administrative aspects
financial aspects
mission reports
conference papers

Also excluded from this field are geographic descriptors. These are entered in **field 302**.

Descriptors indicating the form of the item, such as dictionaries, manuals, directories, thesauri, and bibliographies, should only be entered in **field 300** if the individual documentation centre judges them to be useful entries in a printed index.

4.2 Geographic descriptors (302)

In this field, names of countries and regions selected from the thesaurus are entered.

The following descriptors are examples of those entered in **field 302**:

Africa
Arab Gulf States
Cuba
Eastern Europe
Ethiopia
Oceania
Sahara
Sahel

South America
South East Asia

The following descriptors should **not** be entered in **field 302**, but in **fields 300** or **301**:

Arab countries
ASEAN countries
capitalist countries
colonial countries
developed countries
developing countries
English-speaking Africa
French-speaking Africa
landlocked countries
least developed countries
OECD countries
socialist countries

Descriptors such as arid zone, equatorial zone, and tropical zone are also excluded from **field 302**.

4.3 Secondary descriptors (301)

The remainder of the subject descriptors selected from the thesaurus are entered in **field 301**.

Example

The item is the proceedings of a seminar on wood-based energy in Tanzania.

300 <FUELWOOD><ENERGY POLICY>
301 <BIOMASS><ENERGY CONSUMPTION><CONFERENCE REPORT><LIST OF PARTICIPANTS>
302 <TANZANIA>

The item will appear in a subject index under the headings FUELWOOD and ENERGY POLICY.

It will appear in a geographic index under the heading TANZANIA.

It can be retrieved in an on-line search using any of the descriptors in the three fields.

4.4 Optional descriptor fields

Two **optional** fields have been provided for descriptors that are not in the thesaurus.

- **Field 303** - Local descriptors is reserved for terms that an individual documentation centre might require, that do not fall within the scope of the thesaurus, such as names of persons or names of cities.
- **Field 304** - Proposed descriptors is used for descriptors that the documentation centre wishes to propose for inclusion in the thesaurus.

Descriptors in these fields would be available for searching but would not normally be included in printed subject indexes. However, individual documentation centres may decide to include them in printed subject indexes if they wish.

II SUBJECT RETRIEVAL

Once the descriptors are entered in the record, a fast-access path to each descriptor is created, i.e., each descriptor is automatically placed in an inverted file in the computer memory together with information indicating in which records and in which fields it is found.

Note In MICRO-ISIS, the maximum length of an entry in the inverted file is 30 characters. Any element longer than 30 characters will be truncated. For example, the descriptor NEW INTERNATIONAL ECONOMIC ORDER will appear in the inverted file as NEW INTERNATIONAL ECONOMIC ORD. You should be aware of this when carrying out a search. (Do not abbreviate long descriptors when entering them in the record.)

It is also possible to retrieve information using free-text searching, i.e., by requesting the system to scan all the records in the database until the required information is found. This is much slower than inverted file searching and, therefore, elements that are often used for retrieval, such as the descriptors, title words, authors, and date, should be inverted.

1 Steps in Subject Retrieval

1.1 The first step in subject retrieval is the translation of the information needs of the user into descriptors selected from the thesaurus.

Example

The user has asked for information on the tourist industry in the West Indies. The thesaurus provides the following two USE references:

TOURIST INDUSTRY
  USE: TOURISM

WEST INDIES
  USE: CARIBBEAN

Under TOURISM are found the following related terms that would also be of interest to the user:

TOURISM DEVELOPMENT
TOURISM INFRASTRUCTURE
TOURISM POLICY

Under CARIBBEAN, the 23 countries of the Caribbean are listed.

All of these descriptors will be used for the search.

1.2 The next step is to combine the descriptors using Boolean operators. These are:

AND (A AND B means "retrieve all items indexed with Term A, but only if Term B is also present.")

OR (A OR B means "retrieve all items indexed with either Term A or Term B.")

NOT (A NOT B means "retrieve items indexed with Term A, but only if Term B is not present.")

In MICRO-ISIS, the following symbols are used for the Boolean operators:

* AND + OR ^ NOT

MICRO-ISIS provides two ways of simplifying the combining of descriptors:

- the **right truncation** feature, which allows retrieval of all descriptors beginning with the same character string by entering the character string followed by a dollar sign. For example, to find all descriptors beginning with the string TOURISM, the search term TOURISM$ is entered.
- the **any table** feature, which allows retrieval of all descriptors in a list, drawn up by the individual documentation centre according to its needs. For example, an "any table" for all of the Caribbean countries will save the documentalist from having to type in the names of the 23 countries of that region.

To carry out our search on tourism in the Caribbean, the following search formulation is entered:

TOURISM$ * ANY CARIBBEAN

MICRO-ISIS provides two other features for refining the search:

- **proximity searching,** which allows terms to be retrieved only if they are next to each other or within a given number of words of each other. This is particularly useful when searching on title words.
- **field level searching,** which allows retrieval of a term only if it is found in a particular field. (Note that, in MICRO-ISIS, unless the field is specified, the term will be retrieved regardless of where it is in the record, as long as it has been inverted.)

Note In the application described in this manual, to retrieve a descriptor regardless of which descriptor field it is in, use the field identifier 301. To retrieve a descriptor only if it represents the main subject of the item, use the field identifier 300.

Example 1

To find the phrase "greenhouse effect" (heating up of the Earth's atmosphere) in the title, without retrieving items that treat greenhouses, the search strategy would be:

GREENHOUSE . EFFECT/(100)

That is, retrieve these two terms only if they are next to each other in **field 100** - Title.

Example 2

Let us suppose that the search for information on tourism in the Caribbean produced too many items of marginal interest. To retrieve only those items in which tourism is one of the main subjects of the item, the search for the subject tourism may be restricted to **field 300** by entering:

`TOURISM$/(300) * ANY CARIBBEAN/(301)`

More information about retrieval using MICRO-ISIS can be found in the Mini-micro CDS/ISIS reference manual (version 2.3), Part 2, Section 7, The CDS/ISIS Search Language. Details concerning field level and proximity searching are described in paragraph B.2.c) of this section.

2 Multilingual Retrieval and Retrieval using Thesaurus Structure

A special program, written using the programing feature of MICRO-ISIS, will allow multilingual retrieval, and retrieval using the relations among the descriptors in the thesaurus.[29]

2.1 Multilingual retrieval

When a multilingual thesaurus is used for indexing, the program will permit all items on a particular subject to be retrieved, regardless of the language used for indexing and regardless of the language used for searching.

Example

The languages of the system are English, French, and Spanish, and the items in the database have been indexed using any one of these languages. The descriptors are selected from a trilingual (English, French, and Spanish) thesaurus.

The users of the system can interrogate the database in any of the three languages and retrieve all relevant items, regardless of the language used for indexing.

2.2 Searching on broader, narrower, and related terms

The program will allow automatic searching on the broader, narrower, and related terms of a descriptor.

Example

The user is seeking information on cooperatives. Besides the descriptor COOPERATIVES, the user wishes to search on all of the narrower terms of this descriptor - AGRICULTURAL COOPERATIVES, CONSUMER COOPERATIVES, CREDIT COOPERATIVES, HOUSING COOPERATIVES, etc.

Instead of typing each of these descriptors, all items indexed with either cooperatives or any of its narrower terms can be retrieved.

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[29] The program is being developed at the OECD, Paris.

A serial is a publication issued in successive parts, bearing numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, newspapers, newsletters, annuals, and monographic series.

Examples

Scientific American

Canadian Psychiatric Association journal

Study abroad

Statistical yearbook - United Nations

AFRO technical papers

Global 1

SQB

To facilitate control over parts of serials entered in the bibliographic database (periodical articles and monographs published within monographic series), and to ensure consistency in the way serial titles are entered, a Serials Authority File (SAF) should be used.

The SAF contains the authoritative form of the serial title entered in **field 200** and of the monographic series title entered in **field 140**.

I FORM OF THE SAF

The form of the SAF will depend on the frequency with which particular serial titles appear in the bibliographic database, and the amount of available computer storage space.

For the sake of clarity, the examples in part II of this annex presume that the SAF is in the form of a card file.

1 SAF in the Form of a Card File

The SAF in the form of a card file contains a card for each title in its authoritative form (main card), and cards containing cross references from variant forms of the title.

Each main card contains:

- the form of the title to be used in **fields 140** or **200**,
- for monographic series, an example of the part statement to show its correct form,
- if available, the ISSN,
- cross references to earlier or later versions of the title, and to other language editions of the serial,
- the variant forms from which "see" references have been made (preceded by an X), and
- the date on which the card was created or updated.

Example 1: Monographic series

Main card

World Fertility Survey technical bulletins
no. 009
X WFS technical bulletins
1988-08-01

See reference

WFS technical bulletins
See: World Fertility Survey technical bulletins
1988-08-01

Example 2: Periodical

Main card

Library quarterly
ISSN 0024-2519
1983-10-02

Example 3: Periodical

Main card

Revista Latinoamericana de estudios educativos
ISSN 0185-1284
Former name: Revista del Centro de Estudios Educativos
1980-12-01

Main card

Revista del Centro de Estudios Educativos
Later name: Revista Latinoamericana de estudios educativos
1980-12-01

2 Computerized SAF

In a system where a limited number of serial titles appear frequently in the bibliographic records, computerized serials authority records may be created in the bibliographic database to allow the entry of an authority code (i.e., the MFN of the authority record) in **subfield z** of **field 140** and **field 200**, instead of the full serial title.

The advantages of using authority records are described in Section 8 of the Introduction.

The set of fields relating to the SAF records will be the following:

Serials Authority Records

Tag	Field name	Repeat-able	Length	Inversion technique
911	Serial title		400	4
912	ISSN		9	
913	See reference(s)	R	400	4
914	See also other language edition(s)	R	400	
915	Former name(s)	R	400	
916	Later name(s)	R	400	
997	Authority record notes		200	
998	Authority record date		10	
999	Record type		1	0

Fields 913 to 916 contain the various kinds of cross references. Note that **field 914** is used only for other language editions that are published separately.

Field 997 contains information such as the source in which the title was verified and additional information about title changes.

Field 998 contains the date the record was created or last updated. The date is entered in the form YYYY-MM-DD, i.e., year-month-day, as in the examples below.

For serials authority records, **field 999** will always contain the code S.

Examples

MFN 38

911	Canadian woman studies
912	0706-8204
913	Cahiers de la femme
915	Canadian women's studies
997	Name changed with v. 3, no. 2, 1981
998	1987-04-01
999	S

MFN 35

911	WHO chronicle
912	0042-9694
914	Crónica de la OMS%Chronique OMS
998	1988-08-04
999	S

MFN 22

911	Crónica de la OMS
912	0250-8591
914	WHO chronicle%Chronique OMS
998	1988-08-04
999	S

```
MFN 26
    911   Chronique OMS
    912   0373-3556
    914   WHO chronicle%Crónica de la OMS
    998   1988-08-04
    999   S
```

In the printout of the serials authority records used for consultation, the title in **field 911** will be interfiled with the "see" references in **field 913**.[30]

Example

```
Cahiers de la femme
     SEE:  Canadian woman studies     (38)

Canadian woman studies     (38)
     ISSN: 0706-8204
     FORMER NAME:  Canadian women's studies

Chronique OMS     (26)
     ISSN: 0373-3556
     OTHER LANG:  WHO chronicle
                  Crónica de la OMS

Crónica de la OMS     (22)
     ISSN: 0250-8591
     OTHER LANG:  WHO chronicle
                  Chronique OMS

WHO chronicle     (35)
     ISSN: 0042-9694
     OTHER LANG:  Crónica de la OMS
                  Chronique OMS
```

II RULES FOR ENTRIES IN THE SAF

Note 1 These rules apply to all the kinds of publications that are covered by the definition of a serial, including periodicals, yearbooks, newsletters, newspapers, and monographic series.

Note 2 These rules are based on the rules for key title in the ISDS manual.[31]

1 Choose the most prominent form of the title on the title page of the serial. If the serial lacks a title page, choose the form found, in

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[30] To create this kind of index in MICRO-ISIS, use the special program SERIAL on the accompanying diskette (output is Annex 19, example 15).

[31] International Serials Data System. ISDS Manual. Paris, ISDS International Centre, 1983.

order of preference, on the cover, on the masthead, in the introductory material, or elsewhere on the publication.

2 If the serial has parallel titles in two or more languages, choose only **one** language version. Choose, in order of preference:

- the title that is the most prominent typographically, then
- the title that appears first on the title page.

Make a "see" reference from the language form(s) not chosen.

Example

The serial bears the titles:

Canadian Woman Studies
Cahiers de la femme

The first title is chosen:

Canadian woman studies

The following "see" reference is made in the SAF:

Cahiers de la femme
See: Canadian woman studies

3 If the documentation centre receives more than one language edition of the serial, make an entry for each language edition in the SAF. Make appropriate cross references to the other language edition(s).

Example

The documentation centre receives WHO chronicle in both the English and Spanish editions. The following two entries are made in the SAF:

WHO chronicle
Other lang: Crónica de la OMS

Crónica de la OMS
Other lang: WHO chronicle

4 Capitalize the first word of the title, proper nouns, and each significant word in the names of corporate bodies that are part of the title.

Examples

Journal of peasant studies

Jeune Afrique

Revista de la CEPAL

Library Association record

Annual report - World Bank

5 If the serial title begins with an article ("A", "An", and "The" or their equivalents in other languages), drop the article unless this would change the meaning of the title.

Example

Enter The library quarterly as: Library quarterly

If the initial article is retained, enclose it between triangular brackets, and capitalize the next word in the title. (In MICRO-ISIS, the triangular brackets allow the initial article to be ignored during sorting. They do not appear in printed output destined for the user.)

Example

<The> State of the world's children

6 If the title of the serial is a generic word or phrase, not significant on its own, such as "bulletin" or "newsletter", add the name of the issuing body in the form:

Generic phrase - Issuing body

Enter the name of the issuing body as it appears on the title page of the serial.

Examples

Newsletter - ESCAP, Regional Centre for Technology Transfer

Boletín - Oficina Regional de Ciencia y Tecnología de la Unesco para América Latina y el Caribe

7 When the serial is a supplement to another serial and has its own distinctive title, enter the supplement under its own name.

Example

Industrial production is a supplement to the serial Main economic indicators and is therefore entered under its own name.

8 When the serial is a supplement to another serial, and does not have a distinctive title of its own, enter the title in the form:

Parent title. Supplement title

Examples

Solid state physics. Supplement

Canadian statistical review. Weekly supplement

9 When the serial is a section or subseries of a parent serial, enter the title in the form:

Parent title. Section or subseries number and title

Examples

Journal of the Royal Statistical Society. Series A

Bulletin signalétique - Centre National de la Recherche Scientifique. 359, Maladies du sang

10 Make a "see" reference in the SAF from variant forms of the title to the established form of the title. "See" references are also made from other language versions of the title when the serial has parallel titles in two or more languages (see rule 2 above).

Examples

Social questions bulletin
    See: SQB

Bach Society bulletin
    See: Bulletin - Bach Society

WFS technical bulletins
    See: World Fertility Survey technical bulletins

Documents de l'Union - IUSSP
    See: IUSSP papers

ANNEX 5: GUIDELINES FOR ENTERING PLACE NAMES

These guidelines apply to place names entered in the following fields:

111	Corporate author(s)
112	Affiliation
113	Other associated institution(s)
114	Meeting
121	Publisher
211	Corporate author(s) - parent

The place entered in these fields is usually a city or town, but may be a suburb, or, as in the case of Singapore and Bali, an island.

The standardization of place names entered in these fields is desirable to facilitate information retrieval and to allow the creation of indexes sorted by place name. For example, users often can not recall precisely the name of a meeting but they do know the place where the meeting was held.

I Language

Two options have been provided for the language in which the place name should be entered - one for unilingual systems and one for multilingual systems.

1.1 Option 1: unilingual systems

Enter the place name in the language of the system.

Examples

If the language of the system is English:
Geneva

Rome

Vienna

London

If the language of the system is French:
Genève

Rome

Vienne

Londres

1.2 Option 2: multilingual systems

Enter the place name in the official language of the place. Use reference books to determine the form of the name in its own language. The Europa yearbook gives the official languages of countries and the Times atlas gives the official names of cities.[32]

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[32] For full bibliographic details, see the Bibliography (Annex 16).

Examples

Genève

Roma

Wien

München

Praha

If the place itself has more than one official language, choose the official language version corresponding to the language, or one of the languages, of the system. If this does not apply, choose the official language version most likely to be known by the users of the system.

2 Addition of State or Province Names and Other Qualifiers

2.1 Add the name of the state, province, or district after the place name if it is customary to do so. Abbreviations of state and province names for Australia, Canada, and the United States are listed in Annex 11.

Examples

Brisbane, Qld

Ann Arbor, MI

Burnaby, BC

Washington, DC

México, DF

2.2 If the place is a suburb, follow the suburb name with the name of the city of which it is part.

Examples

Legon, Accra

Diliman, Quezon City

Ryde, Sydney, NSW

ANNEX 6: GUIDE TO MANAGING ACQUISITIONS FIELDS

Documentation centres with a computerized bibliographic information system can use the bibliographic database to manage the processing of acquisitions. A record is created in the bibliographic database for each item at the time of ordering. Once the item is received, the same record is updated with cataloguing information.

The advantages of managing acquisitions in this way are:

- the information needs to be recorded only once, thus saving time and effort and reducing the risk of error,
- items on order can be retrieved in an on-line search under any data element (author, title, publisher, supplier, etc.) thus providing more access points than in a manual file,
- because of improved access to the information about the order, the risk of accidental ordering of duplicates is greatly reduced, and
- the computer record can be used for printing purchase orders and reminders.

Here is an example of a cycle through which an item and its record will pass:

1. The item is selected, let us say, from an announcement of new publications found in the newsletter of an institution.

2. A record is created in the bibliographic database with as much of the bibliographic information about the item as is available, together with the following elements of information:

   - how the item will be received: free, on exchange, or by payment **(field 500)**,
   - the date of ordering (**field 510**),
   - the number of copies ordered (**field 513**),
   - the name of the person who requested or selected the item **(field 514)**,
   - its price, if it is to be paid for (**field 516**),
   - the name of the supplier (**field 515**),
   - a processing status code showing that the item is on order and not yet received (**field 400**), and
   - the source of information for the request (in this case the name and issue number of the newsletter that announced the item). This is entered in the field provided for acquisitions notes (**field 517**).

3. The actual order or request letter is then prepared, either manually or by printing the computer record using a specially designed display format. A sample display format for an order form has been included on the first diskette under the file name ORDER.PFT.

4. At regular intervals, a search is made on the database to find items that have been on order for an unexpectedly long time. This is done by searching on the status code in **field 400** and the date of ordering in **field 510**. Claims for these items are then either prepared manually or computer printed. The date on which the claim was made is entered in **field 511** - Date claimed.

5. Any information sent by the supplier in relation to an order or a claim is entered in **field 517** - Acquisition notes.

6. When the item arrives, the status code in **field 400** is changed to show that the item has been received but has not yet been catalogued. The date of receipt is entered in **field 512**, and the price in **field 516** is adjusted to reflect the actual price, if necessary.

7. The item is then fully catalogued by updating the same record, and the status code in **field 400** is changed to reflect this.

1 Computerized Supplier Authority Records

In the description of the supplier field (**515**), option 3 has been provided to allow the use of computerized supplier authority records.

In a system where purchase orders are computer-printed, and where most orders are addressed to a limited number of suppliers, the use of computerized supplier authority records saves both time and computer storage space by allowing a supplier code to be entered in the supplier field instead of the full name and address of the supplier.

In MICRO-ISIS, the supplier records must be in the same database as the bibliographic records. In this manual, it is suggested that the authority code be a four-letter mnemonic code representing the name of the supplier. Each supplier record includes a field for the authority code and a field for the supplier's name and address.

In the bibliographic record, the four-letter supplier code is entered in **subfield z** of **field 515**. Whenever the record is used to print a purchase order, the full name and address from the authority record is printed in place of **field 515**.

In MICRO-ISIS, the link between **field 515** and the supplier authority record is made through the L and REF functions in the CDS/ISIS formatting language. (For a description of these functions, see the Mini-micro CDS/ISIS reference manual (version 2.3), Part 2, Section 4, The formatting language, paragraph F.4, functions.)

Here is a list of fields required in the supplier authority records:

Supplier Authority Records

Tag	Field name	Subfields	Length	Inversion technique
921	Supplier authority code		4	0
922	Supplier name and address	^a Supplier name ^b Address - line 1 ^c Address - line 2 ^d Address - line 3 ^e Country	200	^a 4
997	Authority record notes		200	
998	Authority record date		10	
999	Record type		1	0

To meet the requirements of the MICRO-ISIS REF function, the supplier authority code in **field 921** is inverted with the prefix "ZZX-".

Inversion of the supplier name in **field 922** is optional.

Field 997 contains information such as the kind of material the supplier handles.

The date in **field 998** is the date the record was created or the most recent date on which the information in the record was updated. It is entered in the form YYYY-MM-DD, i.e., year-month-day, as in the example below.

For supplier authority records, **field 999** will always contain the code X. This field will be inverted.

Example of a supplier authority record

921	UNIB
922	^**a**University Bookshop (Nigeria) Limited^**b**University of Ibadan^**c**Ibadan^**e**Nigeria
997	Agency for FAO publications
998	1985-12-01
999	X

When **field 922** is printed on a computer-produced purchase order, each subfield appears on a new line.

Example

University Bookshop (Nigeria) Limited
University of Ibadan
Ibadan
Nigeria

ANNEX 7: ABBREVIATIONS OF NAMES OF MONTHS

ENGLISH	FRENCH	SPANISH
Jan	jan	enero
Feb	fév	feb
Mar	mar	mar
Apr	avr	abr
May	mai	mayo
Jun	jun	jun
Jul	jul	jul
Aug	août	ago
Sep	sep	set
Oct	oct	oct
Nov	nov	nov
Dec	déc	dic

ANNEX 8: LANGUAGE CODES

The language codes in this annex have been selected from: International Organization for Standardization. Code for the Representation of Names of Languages. Geneva, ISO, 1988 (ISO 639-1988), Table 1 - Alphabetical list of two-letter language symbols.

Afrikaans	Af
Albanian	Sq
Amharic	Am
Arabic	Ar
Armenian	Hy
Assamese	As
Azerbaijani	Az
Bengali	Bn
Bhutani	Dz
Bulgarian	Bg
Burmese	My
Byelorussian	Be
Cambodian	Km
Chinese	Zh
Croatian	Hr
Czech	Cs
Danish	Da
Dutch	Nl
English	En
Estonian	Et
Finnish	Fi
French	Fr
German	De
Greek	El
Gujarati	Gu
Hausa	Ha
Hebrew	Iw
Hindi	Hi
Hungarian	Hu
Icelandic	Is
Indonesian	In
Italian	It
Japanese	Ja
Korean	Ko
Kurdish	Ku
Laotian	Lo
Latin	La
Latvian	Lv
Lithuanian	Lt
Malagasy	Mg
Malay	Ms
Maltese	Mt
Nepali	Ne
Norwegian	No
Persian	Fa
Polish	Pl
Portuguese	Pt
Punjabi	Pa
Romanian	Ro
Russian	Ru
Sanskrit	Sa
Serbian	Sr
Serbo-Croatian	Sh
Sindhi	Sd
Singhalese	Si
Slovak	Sk
Slovenian	Sl
Somali	So
Spanish	Es
Sudanese	Su
Swahili	Sw
Swedish	Sv
Tagalog	Tl
Tamil	Ta
Thai	Th
Tibetan	Bo
Turkish	Tr
Ukrainian	Uk
Urdu	Ur
Uzbek	Uz
Vietnamese	Vi

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

Sources

International Federation of Library Associations and Institutions. International Office for UBC. Names of States: an Authority List of Language Forms for Catalogue Entries. London, IFLA, 1981.

United Nations. Department of Conference Services. Documentation, Reference and Terminology Section. Names of Countries and Adjectives of Nationality. New York, UN, 1985. (Terminology Bulletin no. 333) (ST/CS/SER.F/333) (and amendments to date).

ISO 3166 Newsletter (used for name changes occurring after the publication of Names of states).

Note This list has been drawn up according to the following formula:

a) Apart from the exceptions in b and c below, the names correspond to the short form of the "original" name provided in IFLA's Names of states.

b) When the "original" form of the name is in a non-Roman script, a translation of the name into the Roman-script language best known in the country has been chosen, rather than a transliteration of the original form. For example, for Algeria, the French form of the name - Algérie - has been used, rather than the transliteration of the original - Djazaïria.

c) When the short form of the "original" name, or its translation, is in one of the official Roman-script languages of the United Nations (English, French, and Spanish), and when this form differs from the form "to be used for all ordinary purposes in the United Nations" provided in the UN's Names of countries and adjectives of nationality, the United Nations form has been chosen. For example, for Libya, the United Nations form - Libyan Arab Jamahiriya - has been chosen.

The list is arranged by ISO two-letter country code (see Annex 10).

Code	Name of Government	Notes
AD	Andorra	
AE	United Arab Emirates	English version. Transliteration of the original: Al-Imărāt
AF	Afghanistan	
AG	Antigua and Barbuda	Official UN form
AI	Anguilla	
AL	Shqipëri	(Albania)
AN	Nederlandse Antillen	
AO	Angola	
AR	Argentina	
AS	American Samoa	
AT	Österreich	
AU	Australia	
AW	Aruba	
BB	Barbados	
BD	Bangladesh	
BE	Belgique België	Two official languages

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

BF	Burkina-Faso	
BG	Bulgaria	English version. Transliteration of the original: Bălgarija
BH	Bahrain	English version. Transliteration of the original: Al-Bahrain
BI	Burundi	
BJ	Bénin	
BM	Bermuda	
BN	Brunei Darussalam	
BO	Bolivia	
BR	Brasil	
BS	Bahamas	
BT	Bhutan	English version. Transliteration of the original: Druk-Ŷul; Bhutān
BW	Botswana	
BY	Byelorussian SSR	
BZ	Belize	
CA	Canada	
CC	Cocos (Keeling) Islands	
CF	République Centrafricaine	Official UN form
CG	Congo	
CH	Schweiz Suisse Svizzera	Three official languages
CI	Côte d'Ivoire	
CK	Cook Islands	
CL	Chile	
CM	Cameroon Cameroun	Two official languages
CN	China	English version. Transliteration of the original: Zhongguo
CO	Colombia	
CR	Costa Rica	
CS	Ceskoslovensko	
CU	Cuba	
CV	Cabo Verde	
CX	Christmas Island	
CY	Cyprus	English version. Transliteration of the original: Kypros; Kibris
DD	DDR	(German Democratic Republic)
DE	Deutschland (Bundesrepublik)	
DJ	Djibouti	
DK	Danmark	
DM	Dominica	
DO	República Dominicana	
DZ	Algérie	French version (official language). Transliteration of the original: Djazaïria
EC	Ecuador	
EG	Egypt	English version. Transliteration of the original: Miṣr
ES	España	
ET	Ethiopia	English version. Transliteration of the original: Ityopya

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

FI	Suomi Finland	Two official languages
FJ	Fiji	
FK	Falkland Islands	
FM	Micronesia	
FO	Faerøerne	(Faroe Islands)
FR	France	
GA	Gabon	
GB	United Kingdom	
GD	Grenada	
GF	Guyane Française	
GH	Ghana	
GI	Gibraltar	
GL	Grønland	
GM	Gambia	Official UN form
GN	Guinée	
GP	Guadeloupe	
GQ	Guinea Ecuatorial	
GR	Greece	English version. Transliteration of the original: Hellas
GT	Guatemala	
GU	Guam	
GW	Guiné-Bissau	
GY	Guyana	
HK	Hong Kong	English version (official language). Transliteration of the original: Xianggang
HN	Honduras	
HT	Haïti	
HU	Magyarország	(Hungary)
ID	Indonesia	
IE	Ireland Éire	Two official languages
IL	Israel	
IN	India	English version (official language). Transliteration of the original: Bhārat
IQ	Iraq	English version. Transliteration of the original: Al-'Irāq
IR	Iran (Islamic Republic of)	Official UN form
IS	Ísland	
IT	Italia	
JM	Jamaica	
JO	Jordan	English version. Transliteration of the original: Al-Urdun
JP	Japan	English version. Transliteration of the original: Nippon
KE	Kenya	

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

KH	Kampuchea Démocratique	French version. Official UN form[33]
KI	Kiribati	
KM	Comores	
KN	Saint Kitts and Nevis	Official UN form
KP	Democratic People's Republic of Korea	English version (official UN form). Transliteration of the original: Chosun minshu-chui inmin konghwa-guk
KR	Republic of Korea	English version (official UN form). Transliteration of the original: Han Kook
KW	Kuwait	
KY	Cayman Islands	
LA	Lao People's Democratic Republic	English version (official UN form). Transliteration of the original: Pathet Lao
LB	Liban	French version (official UN form). Transliteration of the original: Lubnān
LC	Saint Lucia	Official UN form
LI	Liechtenstein	
LK	Sri Lanka	
LR	Liberia	
LS	Lesotho	
LU	Luxembourg	
LY	Libyan Arab Jamahiriya	English version (official UN form). Transliteration of the original: Al-Jamahiriyah Al-Arabiya Al-Libya Al-Shabiya Al-Ishtirákiya
MA	Maroc	French version. Transliteration of the original: Morocco
MC	Monaco	
MG	Madagascar Madagascar Repoblika Demokratika Malagasy Madagasikara	Three official languages. Official UN form (French): Madagascar
MH	Marshall Islands	
ML	Mali	
MM	Myanmar	(Formerly Burma)
MN	Mongolia	English version (official UN form). Transliteration of the original: Bügd Nayramdakh Mongol Ard Uls
MO	Macau	English version (official language). Transliteration of the original: Ao-mén
MP	Northern Mariana Islands	

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[33] Democratic Kampuchea has officially changed its name to Cambodia. At the time of publication, the new ISO country code and official name were not available.

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

MQ	Martinique	
MR	Mauritanie	French version (official language). Transliteration of the original: Mūritanīā
MS	Montserrat	
MT	Malta	
MU	Mauritius	
MV	Maldives	
MW	Malawi	
MX	México	
MY	Malaysia	
MZ	Moçambique	
NA	Namibia	
NC	Nouvelle-Calédonie	
NE	Niger	
NF	Norfolk Island	
NG	Nigeria	
NI	Nicaragua	
NL	Nederland	
NO	Norge	
NP	Nepal	
NR	Nauru	
NU	Niue	
NZ	New Zealand	
OM	Oman	
PA	Panamá	
PE	Perú	
PG	Papua New Guinea	
PH	Filipinas Republika ñg Pilipinas	Two official languages. Official UN form (Spanish): Filipinas
PK	Pakistan	
PL	Polska	
PM	Saint-Pierre-et-Miquelon	
PN	Pitcairn	
PR	Puerto Rico	
PT	Portugal	
PW	Palau	
PY	Paraguay	
QA	Qatar	
RE	Réunion	
RO	România	
RW	Rwanda	
SA	Saudi Arabia	English version. Transliteration of the original: Al-Sa'udiya
SB	Solomon Islands	
SC	Seychelles	
SD	Sudan	English version. Transliteration of the original: Al-Sûdān
SE	Sverige	
SG	Singapore Singapura	Two official languages
SH	St Helena	
SL	Sierra Leone	
SM	San Marino	

ANNEX 9: NAMES OF GOVERNMENTS IN THE LANGUAGE OF THE GOVERNMENT

SN	Sénégal	
SO	Somalia	English version. Transliteration of the original: Al-Súmāl
SR	Suriname	
ST	São Tomé e Principe	
SU	USSR	English version. Transliteration of the original: SSSR
SV	El Salvador	
SY	Syrian Arab Republic	English version (official UN form). Transliteration of the original: al-Jamhouriya al Arabia as-Souriya
SZ	Swaziland	
TC	Turks and Caicos Islands	
TD	Tchad	
TG	Togo	
TH	Thailand	English version. Transliteration of the original: Muang-Thai
TK	Tokelau	
TN	Tunisie	French version. Transliteration of the original: Tūnis
TO	Tonga	
TP	East Timor	
TR	Türkiye	
TT	Trinidad and Tobago	
TV	Tuvalu	
TW	Taiwan	
TZ	United Republic of Tanzania	Official UN form
UA	Ukrainian SSR	
UG	Uganda	
US	United States	
UY	Uruguay	
VA	Vaticano	
VC	Saint Vincent and the Grenadines	Official UN form
VE	Venezuela	
VG	British Virgin Islands	
VI	United States Virgin Islands	
VN	Viet Nam	French version (official UN form)
VU	Vanuatu	
WF	Íles Wallis et Futuna	
WS	Samoa	Official UN form
YD	Democratic Yemen	English version (official UN form). Transliteration of the original: Jumhurijah al-Yemen al Dimuqratiyah al Sha'abijah
YE	Yemen	English version (official UN form). Transliteration of the original: al Jamhuriya al Arabiya al Yamaniya
YU	Jugoslavija	
ZA	Suid-Afrika South Africa	Two official languages
ZM	Zambia	

ZR	Zaïre
ZW	Zimbabwe

ANNEX 10: ISO TWO-LETTER COUNTRY CODES

Sources

International Organization for Standardization. Codes for the Representation of Names of Countries. 3rd ed. Geneva, ISO, 1988 (ISO 3166)

ISO 3166 Newsletter. Berlin, ISO 3166 Maintenance Agency Secretariat. Irregular.

The list is arranged in alphabetical order of the English name of the country.

COUNTRY	CODE
Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Aruba	AW
Australia	AU
Austria	AT
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burma	See Myanmar
Burundi	BI
Byelorussian SSR	BY
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Cook Islands	CK
Costa Rica	CR
Côte d'Ivoire	CI
Cuba	CU
Cyprus	CY
Czechoslovakia	CS
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
East Timor	TP
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Ethiopia	ET
Falkland Islands (Malvinas)	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
Gambia	GM
German Democratic Republic	DD
Germany, Federal Republic of	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL

ANNEX 10: ISO TWO-LETTER COUNTRY CODES

COUNTRY	CODE
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard and McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran (Islamic Republic of)	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Ivory Coast	See Côte d'Ivoire
Jamaica	JM
Japan	JP
Jordan	JO
Kampuchea, Democratic[34]	KH
Kenya	KE
Kiribati	KI
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Kuwait	KW
Lao People's Democratic Republic	LA
Lebanon	LB
Lesotho	LS
Liberia	LR
Libyan Arab Jamahiriya	LY
Liechtenstein	LI
Luxembourg	LU
Macau	MO
Madagascar	MG
Malawi	MW

COUNTRY	CODE
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Micronesia	FM
Monaco	MC
Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
Neutral Zone (between Saudi Arabia and Iraq)	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn	PN
Poland	PL
Portugal	PT
Puerto Rico	PR

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[34] Democratic Kampuchea has officially changed its name to Cambodia. At the time of publication, the new ISO country code and official name were not available.

ANNEX 10: ISO TWO-LETTER COUNTRY CODES

COUNTRY	CODE
Qatar	QA
Reunion	RE
Romania	RO
Rwanda	RW
St. Helena	SH
St. Kitts and Nevis	KN
Saint Lucia	LC
St. Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan, Province of China	TW
Tanzania, United Republic of	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukrainian SSR	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
USSR	SU
Vanuatu	VU
Vatican City State (Holy See)	VA
Venezuela	VE
Viet Nam	VN
Virgin Islands (British)	VG
Virgin Islands (U.S.)	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Yemen, Democratic	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

ANNEX 11: ABBREVIATIONS OF STATE AND PROVINCE NAMES

Australia

Australian Capital Territory	ACT	South Australia	SA
New South Wales	NSW	Tasmania	Tas
Northern Territory	NT	Victoria	Vic
Queensland	Qld	Western Australia	WA

Canada

Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Québec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT

Source: Canada's official contribution to ISO 3166/Part 2 (forthcoming) Codes for the representation of names of subentities

United States

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

ANNEX 12: ACRONYMS TO BE USED IN CORPORATE BODY FIELDS

ACNUR	Oficina del Alto Comisionado de las Naciones Unidas para los Refugiados Other lang: UNHCR, HCR
AIEA	Agence Internationale de l'Energie Atomique Other lang: IAEA, OIEA
AIF	Asociación Internacional de Fomento Other lang: IDA
ALADI	Asociación Latinoamericana de Integración Association Latinoaméricaine pour l'Intégration Other lang: LAIA Former name: ALALE, ALALC
ALALC	Asociación Latinoamericana de Libre Comercio Other lang: LAFTA, ALALE Later name: ALADI
ALALE	Association Latinoaméricaine de Libre Echange Other lang: LAFTA, ALALC Later name: ALADI
ASEAN	Association of South East Asian Nations
BIT	Bureau International du Travail Other lang: ILO, OIT
CARICOM	Caribbean Community Former name: CARIFTA
CARIFTA	Caribbean Free Trade Association Later name: CARICOM
CEA	Commission Economique pour l'Afrique Other lang: ECA, CEPA
CEAEO	Commission Economique pour l'Asie et l'Extrême-Orient Other lang: ECAFE, CEPALO Later name: CESAP
CEAO	Commission Economique pour l'Asie Occidentale Other lang: ECWA, CEPAO Later name: CESAO
CEE	Commission Economique pour l'Europe Other lang: ECE, CEPE
CEPA	Comisión Económica para Africa Other lang: ECA, CEA
CEPAL	Comisión Económica para América Latina y el Caribe Other lang: CEPALC, ECLAC

CEPALC	Commission Economique pour l'Amérique Latine et les Caraïbes Other lang: CEPAL, ECLAC
CEPALO	Comisión Económica para Asia y el Lejano Orient Other lang: CEAEO, ECAFE Later name: CESPAP
CEPAO	Comisión Económica para Asia Occidental Other lang: ECWA, CEAO Later name: CESPAO
CEPE	Comisión Económica para Europe Other lang: CEE, ECE
CESAO	Commission Economique et Sociale pour l'Asie Occidentale Other lang: ESCWA, CESPAO Former name: CEAO
CESAP	Commission Economique et Sociale pour l'Asie et le Pacifique Other lang: ESCAP, CESPAP Former name: CEAEO
CESPAO	Comisión Económica y Social para Asia Occidental Other lang: ESCWA, CESAO Former name: CEPAO
CESPAP	Comisión Económica y Social para Asia y el Pacifico Other lang: ESCAP, CESAP Former name: CEPALO
CFI	Corporación Financiera Internacional Other lang: IFC, SFI
CIJ	Cour Internationale de Justice Corte Internacional de Justicia Other lang: ICJ
CNUCED	Conférence des Nations Unies sur le Commerce et le Développement Other lang: UNCTAD
CNUDR	Centre des Nations Unies pour le Développement Régional Centro de las Naciones Unidas para el Desarrollo Regional Other lang: UNCRD
ECA	Economic Commission for Africa Other lang: CEA, CEPA
ECAFE	Economic Commission for Asia and the Far East Other lang: CEAEO, CEPALO Later name: ESCAP
ECE	Economic Commission for Europe Other lang: CEE, CEPE

ECLAC	Economic Commission for Latin America and the Caribbean Other lang: CEPAL, CEPALC
ECWA	Economic Commission for Western Asia Other lang: CEAO, CEPAO Later name: ESCWA
ESCAP	Economic and Social Commission for Asia and the Pacific Other lang: CESAP, CESPAP Former name: ECAFE
ESCWA	Economic and Social Commission for Western Asia Other lang: CESAO, CESPAO Former name: ECWA
FAO	Food and Agriculture Organization of the United Nations Organisation des Nations Unies pour l'Alimentation et l'Agriculture Organización de las Naciones Unidas para la Agricultura y la Alimentación
FID	International Federation for Documentation Fédération Internationale de Documentation Federación Internacional de Documentación
FISE	Fonds des Nations Unies pour l'Enfance Other lang: UNICEF
FMI	Fonds Monétaire International Fondo Monetario Internacional Other lang: IMF
FNUAP	Fonds des Nations Unies pour les Activités en Matière de Population Fondo de las Naciones Unidas para Actividades en Materia de Población Other lang: UNFPA
GATT	General Agreement on Tariffs and Trade Accord Général sur les Tarifs Douaniers et le Commerce Acuerdo General sobre Aranceles Aduaneros y Comercio
HCR	Haut Commissariat des Nations Unies pour les Réfugiés Other lang: UNHCR, ACNUR
IAEA	International Atomic Energy Agency Other lang: AIEA, OIEA
ICAO	International Civil Aviation Organization Other lang: OACI
ICJ	International Court of Justice Other lang: CIJ
IDA	International Development Association Association Internationale de Développement Other lang: AIF

IFC	International Finance Corporation Other lang: SFI, CFI
IFLA	International Federation of Library Associations and Institutions Fédération Internationale des Associations de Bibliothécaires et des Bibliothèques Federación Internacional de Asociaciones de Bibliotecarios y Bibliotecas
ILO	International Labour Office Other lang: BIT, OIT
	International Labour Organisation Other lang: OIT
IMCO	Inter-Governmental Maritime Consultative Organization Other lang: OMCI, OCMI Later name: IMO
IMF	International Monetary Fund Other lang: FMI
IMO	International Maritime Organization Other lang: OMI Former name: IMCO
IPPF	International Planned Parenthood Federation Fédération Internationale pour le Planning Familial Federación Internacional de Planificación de la Familia
ISO	International Organization for Standardization Organisation Internationale de Normalisation Organización Internacional de Normalización
ITU	International Telecommunication Union Other lang: UIT
LAFTA	Latin American Free Trade Association Other lang: ALALE, ALALC Later name: LAIA
LAIA	Latin American Integration Association Other lang: ALADI Former name: LAFTA
OACI	Organisation de l'Aviation Civile Internationale Organización de Aviación Civil Internacional Other lang: ICAO
OAS	Organization of American States Other lang: OEA
OAU	Organization of African Unity Other lang: OUA

OCDE	Organisation de Coopération et de Développement Economiques Organización de Cooperación y Desarrollo Económicos Other lang: OECD
OCMI	Organización Consultiva Marítima Intergubernamental Other lang: IMCO, OMCI Later name: OMI
OEA	Organisation des Etats Américains Organización de los Estados Americanos Other lang: OAS
OECD	Organisation for Economic Co-operation and Development Other lang: OCDE
OIEA	Organismo Internacional de Energía Atómica Other lang: IAEA, AIEA
OIT	Oficina Internacional del Trabajo Other lang: ILO, BIT
	Organisation Internationale du Travail Organización Internacional del Trabajo Other lang: ILO
OMCI	Organisation Intergouvernementale Consultative de la Navigation Maritime Other lang: IMCO, OCMI Later name: OMI
OMI	Organisation Maritime Internationale Organización Marítima Internacional Other lang: IMO Former name: OMCI, OCMI
OMM	Organisation Météorologique Mondiale Organización Meteorológica Mundial Other lang: WMO
OMPI	Organisation Mondiale de la Propriété Intellectuelle Organización Mundial de la Propiedad Intelectual Other lang: WIPO
OMS	Organisation Mondiale de la Santé Organización Mundial de la Salud Other lang: WHO
ONU	Organisation des Nations Unies Organización de las Naciones Unidas Other lang: UN
ONUDI	Organisation des Nations Unies pour le Développement Industriel Organización de las Naciones Unidas para el Desarrollo Industrial Other lang: UNIDO

OOPS	Organismo de Obras Públicas y Socorro de las Naciones Unidas para los Refugiados de Palestina en el Cercano Oriente Other lang: UNRWA
OPEC	Organization of Petroleum Exporting Countries Other lang: OPEP
OPEP	Organisation des Pays Exportateurs de Pétrole Organización de Países Exportadores de Petróleo Other lang: OPEC
OPS	Organisation Panaméricaine de la Santé Organización Panamericana de la Salud Other lang: PAHO
OUA	Organisation de l'Unité Africaine Organización de la Unidad Africana Other lang: OAU
PAHO	Pan American Health Organization Other lang: OPS
PNUD	Programme des Nations Unies pour le Développement Programa de las Naciones Unidas para el Desarrollo Other lang: UNDP
PNUE	Programme des Nations Unies pour l'Environnement Other lang: UNEP, PNUMA
PNUMA	Programa de las Naciones Unidas para el Medio Ambiente Other lang: UNEP, PNUE
SFI	Société Financière Internationale Other lang: IFC, CFI
UIT	Union Internationale des Télécommunications Unión Internacional de Telecomunicaciones Other lang: ITU
UN	United Nations Other lang: ONU
UNCRD	United Nations Centre for Regional Development Other lang: CNUDR
UNCTAD	United Nations Conference on Trade and Development Conferencia de las Naciones Unidas sobre Comercio y Desarrollo Other lang: CNUCED
UNDP	United Nations Development Programme Other lang: PNUD
UNEP	United Nations Environment Programme Other lang: PNUE, PNUMA

Unesco	United Nations Educational, Scientific and Cultural Organization Organisation des Nations Unies pour l'Education, la Science et la Culture Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura
UNFPA	United Nations Fund for Population Activities Other lang: FNUAP
UNHCR	Office of the United Nations High Commissioner for Refugees Other lang: HCR, ACNUR
UNICEF	United Nations Children's Fund Fondo de las Naciones Unidas para la Infancia Other lang: FISE
UNIDO	United Nations Industrial Development Organization Other lang: ONUDI
UNITAR	United Nations Institute for Training and Research Institut des Nations Unies pour la Formation et la Recherche Instituto de las Naciones Unidas para la Formación Profesional y la Investigación
UNRISD	United Nations Research Institute for Social Development Institut de Recherche des Nations Unies pour le Développement Social Instituto de Investigaciones de las Naciones Unidas para el Desarrollo Social
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East Office de Secours et de Travaux des Nations Unies pour les Réfugiés de Palestine dans le Proche-Orient Other lang: OOPS
UPU	Universal Postal Union Union Postale Universelle Unión Postal Universal
WHO	World Health Organization Other lang: OMS
WIPO	World Intellectual Property Organization Other lang: OMPI
WMO	World Meteorological Organization Other lang: OMM

ANNEX 13: COMPARISON WITH "MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS"

Note The following abbreviations are used in this table:

MPR-DIS	Manual for the Preparation of Records in Development-Information Systems
MIBIS	Manual for Preparing Records in Microcomputer-Based Bibliographic Information Systems
M-I	MICRO-ISIS
CCF	Common Communication Format
AACR2	Anglo-American Cataloguing Rules, 2nd ed.
ISDS	ISDS Manual

For full bibliographic citations, see the bibliography.

MPR-DIS		MIBIS	
Field name	Tag	Tag	Comments
Resequenced record number	**A100**	--	For information on resequencing of records in M-I, see Annex 19
Participating centre record number	**A110**	**001** **002**	In MIBIS, **001** is for acronym, and **002** is for record number proper. In M-I, **001** and **002** are created automatically at the time of data export
Library code and call number	**A120**	--	MIBIS **field 410** is for location within the library
Library code	**A121**	--	
Call number	**A122**	**411**	
Bibliographic level	**A130**		
Level - documentary unit	**A131**	**007**	
Level - generic document	**A132**	**008**	
Related record	**A140**	**010**=>	MIBIS has 3 fields - Record no. of parent (**010**), of part(s) (**011**), and of other language version(s) (**012**)
Relator	**A141**		
Resequenced RN of related record	**A142**		
PCN of related record	**A143**		
Record status	**A150**	**003**	MIBIS uses for new records
Country of origin of document	**A160**	**009**	
AGRIS record type	**A170**	--	
AGRIS literary indicators	**A180**	--	
Record-access code	**A190**	--	
Personal author - documentary unit	**B210**	**110** **^a,^b**	MIBIS field has subfield for role

ANNEX 13: COMPARISON WITH "MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS"

MPR-DIS		MIBIS	
Field name	Tag	Tag	Comments
Institution - documentary unit	**B220**	**111=>**	MIBIS has separate fields for corporate author(s) (**111**), affiliation (**112**), and other associated institutions(s) (**113**)
Institution du - name	**B221**	**^a**	
Institution du - city	**B222**	**^c**	
Institution du - country code	**B223**	**^d**	
Institution du - authority code	**B224**	**^z**	
Institution du - sub-body	**B225**	**^b**	
Institution du - role			
Institution du - role	**B226**	--	
expanded	**B227**	**^e**	
Title of documentary unit	**B230**	**100** **101**	MIBIS **field 100** not repeatable. Parallel title entered in **field 101** (CCF)
Translated title - English	**B240**	**102**	
Translated title - French	**B250**	**103**	
Translated title - Arabic	**B260**	--	
Translated title - Spanish	**B270**	**104**	
--	--	**105**	Translated title - other language
Personal author - generic document	**B320**	**210** **^a,^b**	MIBIS field has subfield for role
Institution - generic document	**B320**	**211**	
Institution gd - name	**B321**	**^a**	
Institution gd - city	**B322**	**^c**	
Institution gd - country code	**B323**	**^d**	
Institution gd - authority code	**B324**	**^z**	
Institution gd - sub-body	**B325**	**^b**	
Title of generic document (M/C)	**B330**	**202**	
Volume/part number - collection	**B340**	--	MIBIS includes this in **field 131** - Part statement (CCF)

ANNEX 13: COMPARISON WITH "MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS"

MPR-DIS		MIBIS	
Field name	Tag	Tag	Comments
Title of serial	B410	200	MIBIS has separate field for monographic series (140) (CCF). Capitalization follows ISDS and AACR2
Volume and part number - serial	B420	131	MIBIS includes pagination of part and volume no. of collection (CCF). Spacing follows AACR2
ISSN	B430	201	
Languages of text	B540	021	MIBIS field is repeatable
Languages of summaries	B560	022	MIBIS field is repeatable
--	--	020	Language of analysis
Publisher	B610	121	
Publisher name	B611	^b	
Publisher city	B612	^a	
Publisher country code	B613	^c	
Date of imprint/issue - free form	B620	122	MIBIS allows names of seasons
Year of imprint/issue	B630	123	MIBIS field is for date in ISO form
Collation	B640	130	MIBIS field used for M/C only.
Pagination/description	B641	^a	Pagination of part entered in
Collation notes	B642	^b,^c	field 131 (CCF). Format follows AACR2 more closely
Report number or symbol	B650	161	
ISBN	B660	160	
Edition	B670	120	
Meeting, conference, etc.	B710	114	
Meeting name and number	B711	^a	
Meeting city	B712	^b	
Meeting country code	B713	^c	
Meeting date	B714	^d	
--	--	140	Monographic series - ^a title, ^b part, ^z authority code

ANNEX 13: COMPARISON WITH "MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS"

MPR-DIS		MIBIS	
Field name	Tag	Tag	Comments
Academic degree	B720	141^b	MIBIS also includes subfields for thesis designation, course, and number
Patent	B730	--	
Development project	B740	142	MIBIS does not include value of investment
Project name	B741	^a	
Project number	B742	^b	
Value of investment	B743	--	
Availability	B810	162	
Ancillary data	B820	150	Notes. Field longer and not repeatable
Primary geographic area	C100	--	Same purpose served in MIBIS by entering geographic descriptors in a separate field (302)
Secondary geographic area	C110	--	
AGRIS subject categories	C120	--	
DEVSIS purpose code	C130	--	
Main category code - local	C140	320	MIBIS field is for broad subject heading
DEVSIS sectoral codes	C150	--	
Sectoral codes - local	C160	--	
Correspondence to other system	C170	--	
Descriptors	C210	300=>	MIBIS has 3 fields - primary (300), secondary (301), and geographic (302)
Proposed descriptors	C220	304	
--	--	303	Local descriptors
Abstract	C310	310	
Administrative division	C410	--	Same purpose served in MIBIS by field 303 - Local descriptors
Natural regions	C430	--	

ANNEX 13: COMPARISON WITH "MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS"

MPR-DIS		MIBIS	
Field name	Tag	Tag	Comments
Statistical table	**C510**	--	
Documentalist	**D100**	**430**	Repeatable in MIBIS
Date input	**D120**	**005**	
Date changed	**D140**	**006**	
--	--	**400**	Processing status
--	--	**410**	Location
--	--	**412**	Number of copies
--	--	**420**	Type of material
--	--	**500**	Acquisition type
--	--	**510**	Date ordered
--	--	**511**	Date claimed
--	--	**512**	Date received
--	--	**513**	No. of copies ordered
--	--	**514**	Requester
--	--	**515**	Supplier
--	--	**516**	Price
--	--	**517**	Acquisition notes
--	--	**999**	Record type

MIBIS also includes fields for corporate name, serial title, and supplier authority records.

ANNEX 14: CORRESPONDENCE WITH THE COMMON COMMUNICATION FORMAT

This table is provided for users wishing to exchange databases with other systems via the Common Communication Format (CCF).[35] It shows the correspondence between the fields in the present manual (MIBIS) and the fields in the CCF.

All of the fields that are mandatory for the CCF are included in the present manual, except for CCF **fields 021**, **030**, and **080**, which can be created for data export as described below.

Note Fields that are mandatory for the CCF are marked (M).

CCF **field 080** is described below under **Segments**. CCF **fields 021** and **030** can be supplied with a constant value in the reformatting FST used in the MICRO-ISIS data exchange facility, as follows:

1. **Field 021A**, level of completeness code. The codes are:

   A All mandatory and all optional elements provided,
   B All mandatory elements provided,
   C Less than all mandatory elements provided.

   Create this field in the reformatting FST containing either B or C (depending on whichever statement is true about all of the records in your database).

2. **Field 030**, character sets used in record. Information to be entered in this field is described in detail in the CCF itself.

Indicators

In the CCF, the first two characters of each field (before the first subfield delimiter) are reserved for numeric codes, called indicators, that give further information about the contents of the field or that indicate how the field is to be manipulated.

MIBIS does not include indicators. However, if data are being exported to a system that uses indicators, a default value of 00 may be supplied in front of each field in the reformatting FST used in the MICRO-ISIS data exchange facility. For example, the format to transfer **field 100** to CCF **field 200A** would be:

```
200 0 "00^A"100
```

Segments

The CCF uses the term "segments" to denote sections of the bibliographic record that relate to different bibliographic items. It terms the part of the record that describes the target item as the primary segment, or segment 0. Other segments are termed secondary segments. The part of the record that describes an item at the next higher level in the hierarchical relationship is termed segment 1.

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[35] Simmons, Peter, and Hopkinson, Alan, eds. CCF: the Common Communication Format. 2nd ed. Paris, Unesco, 1988. (PGI-88/WS/2)

ANNEX 14: CORRESPONDENCE WITH THE COMMON COMMUNICATION FORMAT

In MIBIS, there is a maximum of two segments in a record. The section of the record that describes the item in hand is equivalent to segment 0, and the section of the record that describes the parent item is equivalent to segment 1. MIBIS fields **008**, **010**, **200**, **201**, **202**, **210**, and **211** always belong to segment 1. When the item is a chapter from a monograph or a collection (bibliographic level AM or AC), MIBIS **fields 120**, **121**, **160**, and **161** will belong to segment 1.

CCF **field 080** (Segment linking field: general vertical relationship) should be created whenever segment 1 is present, that is, whenever MIBIS **field 008** (Bibliographic level - parent) is present. CCF **field 008** will always contain the code 02 in **subfield A**, and the code 0 in **subfield B**. In addition, the contents of **008** will be transferred to CCF **field 015** - Bibliographic level of secondary segment. For example, if **field 008** contains M, CCF **field 080** should be created containing: ^A02^B0, and CCF **field 015** should be created containing: ^AM.

MIBIS		CCF	
001	Participating centre acronym	**020A**	Source of record (M) Identification of agency in coded form
002	Participating centre record number	**001**	Record identifier (M)
003	Record status	--	(No CCF field)
--	(Supply default value in reformatting FST)	**021A**	Level of completeness code (M)
--	(Supply data in reformatting FST)	**030**	Character sets used in record (M)
005	Date record entered	**022A**	Date entered on file (M)
006	Date record changed	--	(No CCF field)
007	Bibliographic level		Character 7 of CCF record label
008	Bibliographic level - parent	**015A**	Bibliographic level of secondary segment
009	Country of origin	--	(No CCF field)
010	Record no. of parent	**010A**	Record identifier for secondary segments
011	Record no. of part(s)	--	(Do not transfer to a CCF field)
012	Record no. of other language version(s)	--	(Do not transfer to a CCF field)

ANNEX 14: CORRESPONDENCE WITH THE COMMON COMMUNICATION FORMAT

MIBIS		CCF	
020	Language of analysis	**031A**	Language of the record (M) (CCF codes are 3-letter)
021	Language(s) of text	**040A**	Language of item (M) (CCF codes are 3-letter)
022	Language(s) of summaries	**041A**	Language of the summary (CCF codes are 3-letter)
100	Title	**200A**	Title (M)
101	Parallel title(s)	**210A**	Parallel title
102	Translated title - English	--	(No CCF field)
103	Translated title - French	--	(No CCF field)
104	Translated title - Spanish	--	(No CCF field)
105	Translated title - other	--	(No CCF field)
110	Personal author(s)	**300**	Name of person (M)
	^a Personal author		^A Entry element
			^B Other name elements
			^C Additional elements
	^b Role		^F Role (noncoded)
111	Corporate author(s)	**310**	Name of corporate body (M)
	^a Main body		^A Entry element
	^b Sub-body		^B Other parts of name
	^c Place		^D Address of corp. body
	^d Country code		^E Country of corp. body
	^z Authority code		^Z Authority number
112	Affiliation	**330**	Affiliation
	^a Main body		^A Entry element
	^b Sub-body		^B Other parts of name
	^c Place		^D Address
	^d Country code		^E Country of affil.
	^z Authority code		--
113	Other associated institutions(s)	**310**	Name of corporate body (M)
	^a Main body		^A Entry element
	^b Sub-body		^B Other parts of name
	^c Place		^D Address of corp. body
	^d Country code		^E Country of corp. body
	^e Role		^G Role (noncoded)
	^z Authority code		^Z Authority number

ANNEX 14: CORRESPONDENCE WITH THE COMMON COMMUNICATION FORMAT

MIBIS		CCF	
114	Meeting	**320**	Name of meeting (M)
	^a Meeting name and number		^A Entry element ^J Number of meeting
	^b Place		^G Location of meeting
	^c Country code		^E Country
	^d Dates		^I Date of meeting (in free format)
	^e Date - ISO form		^H Date of meeting (in ISO format)
120	Edition	**260A**	Edition statement (M)
121	Publisher	**400**	Place of publication and publisher (M)
	^a Publication place		^A Place of publication
	^b Publisher		^B Name of publisher
	^c Country code		^D Country of publisher
122	Date of publication/issue - free form	**440B**	Date in nonformalized form
123	Date of publication/issue - ISO form	**440A**	Date in formalized form (M)
130	Collation (M/C)	**460**	Physical description
	^a Number of pages/pieces		^A Number of pieces and designation
	^b Description		^B Other descriptive details
	^c Dimensions		^C Dimensions
131	Part statement	**490**	Part statement (M)
	^a Volume/issue no		^A Volume/part numeration and designation
	^b Pagination of part		^B Pagination defining a part
140	Monographic series	**480**	Series statement and associated statement of responsibility
	^a Series title		^A Series statement ^B Statement of responsibility
	^b Series part		^C Part statement (M)
141	Thesis	--	(No CCF field. Included as note in **field 500**.)
	^a Thesis designation		
	^b Degree		
	^c Course		
	^d Number		
142	Project	--	(No CCF field)
	^a Project name		
	^b Project number		
150	Notes	**500A**	Note

ANNEX 14: CORRESPONDENCE WITH THE COMMON COMMUNICATION FORMAT

MIBIS		CCF	
160	ISBN	**100A**	ISBN (M)
161	Document number	**120A**	Document identification no.
162	Availability	--	(No CCF field. Included as note in **field 500**.)
200	Title of serial	**201A**	Key title
201	ISSN	**101A**	ISSN (M)
202	Title of parent (M/C)	**200A**	Title
210	Personal author(s) - parent	**300**	Name of person
	^a Personal author		^A Entry element
			^B Other name elements
			^C Additional elements
	^b Role		^F Role (noncoded)
211	Corporate author(s) - parent	**310**	Name of corporate body
	^a Main body		^A Entry element
	^b Sub-body		^B Other parts of name
	^c Place		^D Address of corp. body
	^d Country code		^E Country of corp. body
	^z Authority code		^Z Authority number
300	Primary descriptors	**620A**	Subject descriptor (CCF **field 620B**, identification of subject system, may be created, containing the name of the thesaurus used for indexing, in the reformatting FST)
301	Secondary descriptors	**620A**	Subject descriptor
302	Geographic descriptors	**620A**	Subject descriptor
303	Local descriptors	--	(No CCF field)
304	Proposed descriptors	--	(No CCF field)
310	Abstract	**600A**	Abstract
320	Broad subject heading	--	(No CCF field)

The remainder of the MIBIS fields are local and do not have equivalents in the CCF.

Acronym
A word or set of initials formed of the initial letters of the significant words in a compound name, e.g., Unesco, UN.

Analytic level
See Bibliographic level

Any table
A list of terms that a particular documentation centre has chosen to group together to facilitate on-line retrieval. For example, an any table entitled "Any Africa" would comprise the names of all the countries and regions of Africa. A search using the search term "Any Africa" would automatically retrieve all records relating to any of the countries and regions of Africa.

Authority file
A tool to ensure consistency among like elements in bibliographic records by indicating the form of entry established for use in a particular information system. Examples include a Corporate Name Authority File, a personal name authority file, and a thesaurus of subject descriptors.

Bibliographic level
Indicates where the item stands in a set of hierarchical relationships. The following bibliographic levels have been identified:

Analytic
Refers to an item that is not issued separately but as part of a larger work, such as an article from a periodical or a chapter or contribution from a monograph.

Monographic
Refers to an item issued as a single physical piece that is complete in its own right, such as a book, a report, a thesis, or a map.

Collective
Refers to a multivolume item, composed of a finite number of volumes, issued either at the same time or over a period, that is complete in its own right, such as a two-volume report or a multivolume encyclopedia.

Serial
Refers to a publication issued in successive parts, at intervals, bearing a chronological and/or numerical designation, and intended to be continued indefinitely, such as a periodical, a newspaper, an annual report, or a monographic series.

Bibliographic record
A set of information describing one bibliographic item, stored in machine-readable form in a database.

Broader term (BT)
In a hierarchical arrangement of concepts, a concept that is more general than the concepts below it. For example, the term "fruit" is a broader term of the terms "apples", "oranges", and "grapes".

Collection
A multivolume item comprising two or more physical pieces issued together or over a period of time. Examples include a two-volume report, and a multivolume encyclopedia.

Collective level
See Bibliographic level

Corporate body
An organization or group of persons that is identified by a name and acts as an entity. Corporate bodies include associations, institutions, governments, international organizations, and business firms.

Cross reference
An instruction directing the user from one heading in a catalogue or index to another. Cross references include "see" and "see also", as well as the broader terms, narrower terms, etc. in a thesaurus.

Database
A set of machine-readable records that are standardized in format.

Descriptor
A word or phrase describing a concept, listed in a thesaurus, and used for subject indexing and retrieval.

Field
Part of a computer record reserved for a particular element of information, such as personal author, corporate author, or title.

Field tag
A group of characters that serves to identify a field in a database.

Heading
A name, word, or phrase entered in a standardized form that serves to provide an access point in a catalogue or index. For example, each author entered in the personal author field serves as a heading under which his or her works will be listed in the catalogue.

Information system
A complete system designed for the collection, organization, storage, retrieval, and dissemination of information.

Inverted file
A system-created computer file that acts as an index to selected items of information in the database. It contains information about the location of the information (record number and field tag), and thus facilitates information retrieval in the same way as the index of a book leads the user to desired information. (The alternative to inverted file searching is "free-text searching" in which the system scans each record in the database to find the desired information.)

Item
A document, set of documents, or part of a document, in any physical form, treated as an entity and as such forming the basis for a single bibliographic description.

Language of analysis
The language of the system chosen for recording information such as the notes, the descriptors, and the abstract. In a unilingual system, the language of analysis is the language of the system. In a multilingual system, the language of analysis is one of the languages of the system.

Level
See Bibliographic level.

Monograph
An item complete in one physical volume.

Monographic level
See Bibliographic level

Monographic series
A group of separate monographs issued in succession by the same publisher and in uniform style, intended to be continued indefinitely, and related to one another by the fact that each one bears, in addition to its own title, a common title applying to the group as a whole.

Narrower term (NT)
In a hierarchical arrangement of concepts, a concept that is more specific than the concept above it. For example, the term "apples" is a narrower term of the term "fruit".

Parallel title
Another language version of the title, found on the title page or title page substitute.

Periodical
A serial issued at regular intervals, more frequently than annually, each issue of which contains articles by more than one contributor.

Repeatable field
A field that may occur more than once in a given computer record. For example, the author field is repeatable to allow each author to feature as a heading in a catalogue or index.

Serial
A publication issued in successive parts, at intervals, bearing numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, newspapers, newsletters, annuals, and monographic series.

Serial level
See Bibliographic level

Series
See Monographic series

Subfield
Part of a subfielded field.

Subfielded field

A field that is divided into separate parts, or subfields, each of which is reserved for a particular element of the information entered in the field. For example, in the publisher field, the place of publication and the publisher name are entered in separate subfields.

Subordinate body

A corporate body that forms an integral part of a larger body, in relation to which it holds an inferior hierarchical rank.

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17. International Organization for Standardization. Documentation - Transliteration of Hebrew Characters into Latin Characters. Geneva, ISO, 1984. (ISO 259-1984)

18. International Organization for Standardization. Documentation - Transliteration of Slavic Cyrillic Characters into Latin Characters. Geneva, ISO, 1986. (ISO 9-1986)

19. International Organization for Standardization. Format for Bibliographic Information Interchange on Magnetic Tape. Geneva, ISO, 1981. (ISO 2709-1981)

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21. International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

22. International Serials Data System. ISDS Manual. Paris, ISDS International Centre, 1983, with revisions to Sept 1987.

23. Morin-Labatut, Gisèle, and Sly, Maureen. Manual for the Preparation of Records in Development-Information Systems. Ottawa, International Development Research Centre, 1982. (Recommended Methods for Development-Information Systems, v. 1) (IDRC-TS40e)

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25. Times Atlas of the World: Comprehensive Edition. 7th ed. London, Times Books, 1985.

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27. United Nations. Department of Conference Services. Documentation and Terminology Section. Acronyms and Abbreviations Covering the United Nations System and Other International Organizations. New York, UN, 1981. (Terminology Bulletin no. 311/rev.1) (ST/CS/SER.F/311/rev.1)

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32. World of Learning. London, Europa Publications. Annual.

33. Yearbook of International Organizations. Brussels, Union of International Associations. Annual.

ANNEX 17: SAMPLE COMPLETED INPUT SHEETS

CONTENTS

Example 1. Monograph

Example 2. Monograph (conference proceedings). The system uses corporate name authority records

Example 3. Monograph in a monographic series

Example 4. Chapter from a monograph

Example 5. Collection

Example 6. Chapter from a collection

Example 7. Monograph from a collection

Example 8. Article from a periodical

EXAMPLE 1

INPUT SHEET

MFN 25

005 Date record entered 1989-01-26	Bib level: 007 M 008	009 Country of origin DE

Record nos. of:

010 Parent

011 Parts

012 Other lang

Language(s) of:

020 Analysis En

021 Text En

022 Summaries

100 Title Mass media manual : how to run a radio learning group campaign

101 Parallel title(s)

10- Translated
2/3 Title
4/5 E/F/S/o

110 Personal author(s) ^aCrowley, D.%^aEtherington, A.%^aKidd, R.

111 Corporate author(s)

112 Affiliation

113 Other assoc instit(s)

114 Meeting

120 Edition 2d rev. ed.

121 Publisher ^aBonn^bFriedrich-Ebert-Stiftung, Mass Media Dept.^cDE

122 Date - free form 1981	123 Date - ISO form 1981-00-00
130 Collation (M/C) ^a186 p.^bill.	131 Part

140 Mono series

141 Thesis

142 Project

150 Notes

INPUT SHEET

160 ISBN	**161 Doc no**
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<MANUALS><EDUCATIONAL RADIO><ADULT EDUCATION> <NON-FORMAL EDUCATION>
301 Secondary descriptors	<NATIONAL LEVEL><DEVELOPING COUNTRIES><ADMINISTRATIVE ASPECTS><TRAINING>
302 Geographic descriptors	<BOTSWANA>
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Education and training

LOCAL PROCESSING FIELDS

400 Processing status	CAT	**410 Location**	MAIN
411 Call no	371.33 C7 1981	**412 No of copies**	2
420 Type of mat	MONO	**430 Documentalist**	OD

EXAMPLE 2

INPUT SHEET

MFN 9

005 Date record entered 1989-01-26	Bib level: 007 M 008	009 Country of origin FR	
Record nos. of: 010 Parent	011 Parts 10	012 Other lang	
Language(s) of: 020 Analysis En	021 Text En	022 Summaries	
100 Title	Crisis and recovery in Subsaharan Africa		
101 Parallel title(s)			
10- Translated 2/3 Title 4/5 E/F/S/o			
110 Personal author(s)	^aRose, Torre^bed.		
111 Corporate author(s)			
112 Affiliation			
113 Other assoc instit(s)	^z12^eSponsor%^z23^eSponsor%^z43^eSponsor		
114 Meeting	^aConference on Rehabilitation and Recovery in Subsaharan Africa^bParis^cFR^d14-16 Nov 1984^e1984-11-14		
120 Edition			
121 Publisher	^aParis^bOECD^cFR		
122 Date - free form	1985	123 Date - ISO form	1985-00-00
130 Collation (M/C)	^a335 p.	131 Part	
140 Mono series			
141 Thesis			
142 Project			
150 Notes			

INPUT SHEET

160 ISBN 92-64-12749-6	161 Doc no
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<ECONOMIC RECESSION><ECONOMIC POLICY><INTERNATIONAL ECONOMIC RELATIONS>
301 Secondary descriptors	<ECONOMIC DEVELOPMENT><SOCIAL DEVELOPMENT><CONFERENCE PROCEEDINGS>
302 Geographic descriptors	<AFRICA SOUTH OF SAHARA>
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Development - general

LOCAL PROCESSING FIELDS

400 Processing status LIST	410 Location MAIN
411 Call no 330.1(6) ROS	412 No of copies 1
420 Type of mat MONO	430 Documentalist ZY%BA

EXAMPLE 3

INPUT SHEET

MFN 41

005 Date record entered 1989-01-26		Bib level: 007 M 008 S	009 Country of origin US
Record nos. of: 010 Parent		011 Parts	012 Other lang
Language(s) of: 020 Analysis En		021 Text En	022 Summaries
100 Title	Case studies in population policy : Nigeria		
101 Parallel title(s)			
10- Translated 2/3 Title 4/5 E/F/S/o			
110 Personal author(s)			
111 Corporate author(s)	^aUN^bPopulation Division^cNew York, NY^dUS		
112 Affiliation			
113 Other assoc instit(s)			
114 Meeting			
120 Edition			
121 Publisher	^aNew York, NY^bUN^cUS		
122 Date - free form	1988	123 Date - ISO form	1988-00-00
130 Collation (M/C)	^a38 p.	131 Part	
140 Mono series	^aPopulation policy paper^bno. 16		
141 Thesis			
142 Project			
150 Notes			

160 ISBN	**161 Doc no** ST/ESA/SER.R/83
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<POPULATION POLICY><DEVELOPMENT PLANS>
301 Secondary descriptors	<POPULATION CENSUSES><STATISTICAL TABLES>
302 Geographic descriptors	<NIGERIA>
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Population

LOCAL PROCESSING FIELDS

400 Processing status	LIST	**410 Location**	MAIN
411 Call no	312(669) UN	**412 No of copies**	1
420 Type of mat	UND	**430 Documentalist**	ZY%BA

EXAMPLE 4

INPUT SHEET

MFN 27

005 Date record entered 1989-01-26	Bib level: 007 A 008 M	009 Country of origin FR

Record nos. of:

010 Parent

011 Parts

012 Other lang

Language(s) of:

020 Analysis En

021 Text Fr

022 Summaries

100 Title	<La> contribution des buy'em sell'em au développement
101 Parallel title(s)	
10- Translated 2/3 Title 4/5 E/F/S/o	<The> contribution of the "buy'em sell'em" to development
110 Personal author(s)	^aN'Sangou, A.
111 Corporate author(s)	
112 Affiliation	^aInstitut des Sciences Humaines^cYaoundé^dCM
113 Other assoc instit(s)	
114 Meeting	
120 Edition	
121 Publisher	^aBondy^bOrstom^cFR
122 Date - free form	1985
123 Date - ISO form	1985-00-00
130 Collation (M/C)	
131 Part	^bp. 385-392
140 Mono series	
141 Thesis	
142 Project	
150 Notes	

INPUT SHEET

160 ISBN 2-86537-129-8	161 Doc no
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	Femmes du Cameroun : mères pacifiques, femmes rebelles
210 Personal author(s) - parent	^aBarbier, J.C.^bed.
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<PURCHASING><MARKETING><WOMEN'S ROLE>
301 Secondary descriptors	<FOOD>
302 Geographic descriptors	<CAMEROON>
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Trade

LOCAL PROCESSING FIELDS

400 Processing status CAT	410 Location MAIN
411 Call no 396 BAR	412 No of copies 1
420 Type of mat PART	430 Documentalist JK

EXAMPLE 5

INPUT SHEET

MFN 28

005 Date record entered 1989-01-26	Bib level: 007 C 008	009 Country of origin CH
Record nos. of: 010 Parent	011 Parts 29	012 Other lang
Language(s) of: 020 Analysis En	021 Text En	022 Summaries
100 Title	Rural development and women : lessons from the field	
101 Parallel title(s)		
10- Translated 2/3 Title 4/5 E/F/S/o		
110 Personal author(s)	^aMuntemba, S.^bed.	
111 Corporate author(s)	^aILO^cGeneva^dCH	
112 Affiliation		
113 Other assoc instit(s)		
114 Meeting		
120 Edition		
121 Publisher	^aGeneva^bILO^cCH	
122 Date - free form 1985	123 Date - ISO form 1985-00-00	
130 Collation (M/C) ^a2 v.	131 Part	
140 Mono series		
141 Thesis		
142 Project		
150 Notes		

INPUT SHEET

160 ISBN 92-2-105154-4	**161 Doc no**
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<WOMEN'S PARTICIPATION><AGRICULTURAL PRODUCTION><RURAL EMPLOYMENT>
301 Secondary descriptors	<MARKETING><CREDIT><WOMEN'S ORGANIZATIONS><PROJECT EVALUATION><CASE STUDIES>
302 Geographic descriptors	
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Labour

LOCAL PROCESSING FIELDS

400 Processing status	CAT	**410 Location**	MAIN
411 Call no	396 MUN	**412 No of copies**	1
420 Type of mat	MONO	**430 Documentalist**	JK

EXAMPLE 6

INPUT SHEET

MFN 29

005 Date record entered 1989-01-26

Bib level: 007 A
008 C

009 Country of origin CH

Record nos. of:
010 Parent 28
011 Parts
012 Other lang

Language(s) of:
020 Analysis En
021 Text En
022 Summaries

100 Title Savings clubs : the mobilisation of rural finances in Zimbabwe

101 Parallel title(s)

10- Translated
2/3 Title
4/5 E/F/S/o

110 Personal author(s) ^aChimedza, R.

111 Corporate author(s)

112 Affiliation ^aUniversity of Zimbabwe^bDepartment of Land Management ^cHarare^dZW

113 Other assoc instit(s)

114 Meeting

120 Edition

121 Publisher ^aGeneva^bILO^cCH

122 Date - free form 1985

123 Date - ISO form 1985-00-00

130 Collation (M/C)

131 Part ^av. 1^bp. 161-174

140 Mono series

141 Thesis

142 Project

150 Notes

160 ISBN 92-2-105152-8	**161 Doc no**
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	Rural development and women : lessons from the field
210 Personal author(s) - parent	^aMuntemba, S.^bed.
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<CREDIT COOPERATIVES><SAVINGS><WOMEN'S PARTICIPATION>
301 Secondary descriptors	<CASE STUDIES>
302 Geographic descriptors	<ZIMBABWE>
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Finance

LOCAL PROCESSING FIELDS

400 Processing status CAT	**410 Location** MF111%MAIN
411 Call no 396 MUN	**412 No of copies** 1
420 Type of mat PART	**430 Documentalist** JK

EXAMPLE 7

INPUT SHEET

MFN 1

005 Date record entered 1988-07-10	**Bib level: 007** M **008** C	**009 Country of origin** CA

Record nos. of:
010 Parent **011 Parts** **012 Other lang** 24

Language(s) of:
020 Analysis En **021 Text** En **022 Summaries**

100 Title Manual for the preparation of records in development-information systems

101 Parallel title(s)

10- Translated 2/3 Title 4/5 E/F/S/o

110 Personal author(s) ^aMorin-Labatut, Gisèle%^aSly, Maureen

111 Corporate author(s) ^aInternational Development Research Centre^bInformation Sciences Division^cOttawa, Ont^dCA

112 Affiliation

113 Other assoc instit(s)

114 Meeting ^aTechnical Meeting on Common Methodologies^bOttawa, Ont^cCA ^d3-7 Nov 1981^e1981-11-03%^aTechnical Meeting on Common Methodologies ^bMont Sainte-Marie, Qué^cCA^d9-13 Nov 1981^e1981-11-09

120 Edition

121 Publisher ^aOttawa, Ont^bIDRC^cCA

122 Date - free form 1982	**123 Date - ISO form** 1982-00-00
130 Collation (M/C) ^a272 p.	**131 Part** ^av. 1

140 Mono series

141 Thesis

142 Project

150 Notes

160 ISBN 0-88936-354-4	161 Doc no IDRC-TS40e
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	
201 ISSN	
202 Title of parent (M/C)	Recommended methods for development-information systems
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<MANUALS><CATALOGUING><INFORMATION ANALYSIS>
301 Secondary descriptors	<DEVSIS><AGRIS><METHODOLOGY><INDEXING><CONTENT ANALYSIS><ISIS>
302 Geographic descriptors	
303 Local descriptors	<MINISIS>
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☑
320 Broad subject	Information systems

LOCAL PROCESSING FIELDS

400 Processing status LIST	410 Location REF%MAIN
411 Call no 025.315 MOR	412 No of copies 2
420 Type of mat MONO	430 Documentalist CD

This publication contains guidelines for the record structure and content of bibliographic records in development-information systems. It is intended to be a guide for the designers of new systems and for those seeking to improve existing systems. The manual is the result of 5-6 years experience with a variety of regional and national DEVSIS (Development Sciences Information System) systems and can be considered to be an update of the technical recommendations of the DEVSIS Study Team in 1975. The major part of the manual contains field-by-field guidelines to be used by a documentalist when creating records in a development-information system. Numerous annexes are appended, including a data-definition table, sample completed worksheets, a correspondence for UNISIST and AGRIS field tags, guidelines for implementation under MINISIS, CDS/ISIS and DOS/ISIS, a glossary, and a bibliography.

EXAMPLE 8

INPUT SHEET

MFN 30

005 Date record entered 1989-01-26

Bib level: 007 A
008 S

009 Country of origin GB

Record nos. of:
010 Parent
011 Parts
012 Other lang

Language(s) of:
020 Analysis En
021 Text En
022 Summaries

100 Title Low-cost tubewells for developing countries

101 Parallel title(s)

10- Translated
2/3 Title
4/5 E/F/S/o

110 Personal author(s) ^aMal, B.C.%^aMishra, A.P.

111 Corporate author(s)

112 Affiliation ^aRajendra Agricultural University^bCollege of Agricultural Engineering^cSamastipur^dIN

113 Other assoc instit(s)

114 Meeting

120 Edition

121 Publisher

122 Date - free form Sep 1986

123 Date - ISO form 1986-09-00

130 Collation (M/C)

131 Part ^av. 4 no. 3^bp. 197-203

140 Mono series

141 Thesis

142 Project

150 Notes

INPUT SHEET

160 ISBN	**161 Doc no**
162 Availability	

FIELDS DESCRIBING PARENT ITEM

200 Title of serial	International journal for development technology
201 ISSN	0263-418X
202 Title of parent (M/C)	
210 Personal author(s) - parent	
211 Corporate author(s) - parent	

SUBJECT ANALYSIS FIELDS

300 Primary descriptors	<IRRIGATION EQUIPMENT><PUMPS><GROUNDWATER> <APPROPRIATE TECHNOLOGY>
301 Secondary descriptors	<BAMBOO><COST ANALYSIS>
302 Geographic descriptors	
303 Local descriptors	
304 Proposed descriptors	
310 Abstract	CHECK BOX IF ATTACHED ☐
320 Broad subject	Water

LOCAL PROCESSING FIELDS

400 Processing status	CAT	**410 Location**	MF176
411 Call no		**412 No of copies**	1
420 Type of mat	PER	**430 Documentalist**	JK

ANNEX 18: DATA EXCHANGE PROCEDURES IN A FORMAL INFORMATION NETWORK

This annex provides guidance to the practical procedures for data exchange in a formal information network, using MICRO-ISIS.

Information networks are discussed in Section 9 of the Introduction. In a formal network, participants send the records they have created to a coordinating centre on a diskette. The coordinating centre merges the records into a common database and disseminates the information in various of forms.

The recommended procedures for data exchange are:

1) For each new item that is to be submitted to the coordinating centre (CC), the participating centre (PC) enters the code **N** in **field 003** - Record status.

   This is done at the time the item is being catalogued.

2) At regular intervals (weekly, fortnightly, or monthly, depending on the rate of growth of the PC's database), a search is carried out to identify the records for all items that have been flagged for input to the centralized database (i.e., those that have N in **field 003**). These records are saved in a "save" file.

3) To transfer the records to the CC, the PC uses the data export option of the MICRO-ISIS data exchange facility. The "save" file (created in step 2) is used as input. At the same time, the following fields are created in the reformatting FST:

   001 Participating centre acronym, containing the acronym of the participating centre
   002 Participating centre record number, containing the MFN of the record

   If the network is multilingual, and if the PC has a unilingual information system, **field 020** - Language of analysis will also be created at this time, containing the code for the language of the system.

4) If the PC is using computerized authority records, the subfield containing the authority code (i.e., the MFN of the authority record) should be replaced by the appropriate data from the authority record, through the reformatting FST.

5) The other fields remain the same. There is no need to transfer acquisitions fields.

6) The PC changes the record status code in **field 003** from **N** to S, to identify those records that have been sent to the CC. A program to carry out this change automatically is included on the first diskette. It is called CHANGE.

7) Using the data import option of the MICRO-ISIS data exchange facility, the CC enters the PC's new records into the centralized database, where they are automatically assigned new record numbers (MFNs). The CC must supply the first available MFN, and specify M for merge in the import menu. The PC's MFN is retained in **field 002**.

8) Note that the MFNs entered in **fields 010**, **011**, and **012** (record numbers of parent, parts, and other language versions) are the MFNs of those records in the PC database. Refer to Section VII in Annex 19 on exchanging data in a formal information network for information on how these record numbers can be automatically translated at the CC into the new MFNs assigned by MICRO-ISIS.

9) The PC should notify the CC in writing of records to be changed or deleted.

=> The reformatting FST to be used by the PC for exporting data to the CC has been included on the first diskette. It is called XCHANG.FST.

ANNEX 19: IMPLEMENTATION USING MICRO-ISIS WITH SAMPLE PRINTED OUTPUTS

This annex describes the MICRO-ISIS implementation of the bibliographic database located on the diskettes attached to this manual. Information is provided here on the sample database, the associated data entry worksheets and reports, and the procedures required to install and use the database effectively. It is assumed in this annex that users are familiar with MICRO-ISIS and its terminology.

CONTENTS

I. OVERVIEW OF THE CONTENTS OF THE DISKETTES

II. INSTALLATION ON YOUR MICROCOMPUTER

III. THE SAMPLE APPLICATION

IV. DATA ENTRY AND MODIFICATION
  1. Worksheets for bibliographic records
  2. Worksheets for authority records

V. DISPLAY FORMATS
  1. Display formats for bibliographic records (MIBIS)
  2. Display formats for acquisitions records (MIBIS)
  3. Display formats for authority records (MIBIS)
  4. Display format for data verification (MIBIS)
  5. Display formats supplied with other databases
  6. CDS-PASCAL format exits
  7. Changing the display formats to improve performance

VI. REPORT GENERATION
  1. Printed catalogues and current awareness bulletin
  2. Resequencing the data for printed bibliographic indexes
  3. Generating the printed bibliographic indexes
  4. Printing the Corporate Name Authority File
  5. Printing the Serials Authority File
  6. Printing the supplier authority file
  7. Printing purchase orders and claims for overdue orders

VII. EXCHANGING DATA IN A FORMAL INFORMATION NETWORK
  1. Preparing the reformatting FST
  2. Sending data to the coordinating centre

VIII. CHANGING THE CONTENTS OF THE STATUS FIELDS

IX. INVERSION

X. LIMITATION OF CDS-PASCAL

XI. COMPLETE LIST OF DIRECTORIES AND FILES USED WITH THE MICRO-ISIS IMPLEMENTATION
  1. Directory structure
  2. Directory contents

XII. SAMPLE PRINTED OUTPUTS

I OVERVIEW OF THE CONTENTS OF THE DISKETTES

The attached diskettes contain a sample database called **MIBIS**, consisting of records that demonstrate most of the features described in this manual. Most of the MICRO-ISIS implementation is on diskette 1.

Diskette 1

Diskette 1 is organized into six subdirectories:

- directory **MIBIS**, which contains the **MIBIS** database described in this manual, and supporting MICRO-ISIS files (display formats, data entry worksheets, etc.).
- directory **MIBIS2**, which contains the **MIBIS2** database. MIBIS2 is derived from the MIBIS database by sequencing bibliographic records by Broad subject heading (**field 320**). The printed bibliographic indexes described in this annex are produced from the MIBIS2 database.
- directory **CORP**, which contains the **CORP** database that is used to produce the printed list of the Corporate Name Authority File (CNAF).
- directory **SERIAL**, which contains the **SERIAL** database which is used to produce the printed list of the Serials Authority File (SAF).
- directory **ISISPAS**, which contains programs and format exits written in the CDS/ISIS PASCAL language. These are used to perform many of the operations described in this annex. (CDS/ISIS PASCAL is referred to as CDS-PASCAL throughout the annex.)
- directory **SAVE**, which contains the save files for the retrievals described in this annex.

Diskette 2

Diskette 2 contains two directories:

- directory **SAFE**, which contains variations of some of the display formats, sort worksheets, and the inversion field select table. These can be used as alternatives in situations in which the display formats found in directories MIBIS and MIBIS2 may cause unpredictable results. Refer to Section X on the limitation of CDS-PASCAL.
- directory **INMAGIC**, which contains a less complete implementation of the same sample database using INMAGIC software. This is described in Annex 20.

The MICRO-ISIS implementation is based on Mini-Micro CDS/ISIS, Version 2.3, dated 27 April 1989. Not all the features used will work on earlier versions (e.g., Version 1.0 or Version 2.0).

II INSTALLATION ON YOUR MICROCOMPUTER

To use the sample application, you must do the following:

- Create separate directories on your hard disk for each of the databases (MIBIS, MIBIS2, CORP, and SERIAL).
- Create the appropriate database parameter files (MIBIS.PAR, MIBIS2.PAR, CORP.PAR, and SERIAL.PAR) to enable MICRO-ISIS to access the databases and their definitions. To use the predefined worksheets to produce printed catalogues and bibliographic indexes, and to use the programs written in

CDS-PASCAL, you must keep the databases in separate directories, and you should not rename any of the databases.
- Copy the files from the first diskette, using the XCOPY DOS command, to the appropriate directories on your hard disk. If your version of DOS does not have this command, use COPY.
- If one does not already exist, create a directory on your hard disk to hold the CDS-PASCAL programs and format exits. You may, alternatively, choose to keep CDS-PASCAL programs with the ISIS.EXE program.
- If you created a directory for CDS-PASCAL programs, ensure that this directory is properly referenced by the CDS-PASCAL program path parameter (parameter 1) in the system parameter file (SYSPAR.PAR).
- Copy the CDS-PASCAL programs from the ISISPAS directory on the first diskette to the directory you created on the hard disk for CDS-PASCAL programs. If you did not create a directory on your hard disk, copy these files to the directory containing ISIS.EXE.
- Copy the save files from the SAVE directory to the directory where MICRO-ISIS keeps its work files. This may be a separate directory set up for this purpose (indicated by parameter 4 in the system parameter file), or the directory in which ISIS.EXE resides.

There are references throughout the remainder of this annex to optional changes to be made to the display formats, inversion and reformatting field select tables (FSTs), and data entry worksheets. The applicability of the changes is determined by whether you are part of a formal information network, the language(s) of the system, and the use of computerized authority files. It is also anticipated that you may not require all the fields, or may wish to modify the sample implementation in other ways to suit your particular needs.

With one exception, you need not make any of the changes suggested. The sample implementation has been constructed in such a way as to function correctly regardless of the options you choose to use. The exception applies for the exchange of data in a formal information network. In this situation, you must make the indicated changes to the reformatting FST (see Section VII on exchanging data in a formal information network).

Care has been taken to ensure that the sample implementation will run successfully. However, because of variations in versions of MICRO-ISIS distributed, you may encounter bugs in the software when using some of the features in this implementation. Some common problems with earlier variations of the software are:

- indications of format errors in the display formats (usually resulting from multiple usage of the IF command), and
- CDS-PASCAL programs stopping where not expected, awaiting a response from the user.

III THE SAMPLE APPLICATION

Although four databases are defined, you will only work directly with one: MIBIS. All bibliographic and authority records are maintained in this database. The other databases are used only occasionally to produce printed bibliographic indexes and authority files. When they are required, special CDS-PASCAL programs copy the necessary data from MIBIS to the appropriate database.

As well as bibliographic records, the MIBIS sample database contains corporate name, serials, and supplier authority records. MICRO-ISIS requires that computerized authority records, if used, reside with the bibliographic records in one database.

The sample application contains some bibliographic records that use authority files, and others that do not. The sample database, therefore, demonstrates both approaches to the handling of bibliographic information. In practice, you will most likely use one approach consistently. For example, you may choose to use only a computerized Corporate Name Authority File (CNAF), but not a computerized Serials Authority File (SAF), nor a computerized supplier authority file. If so, all bibliographic records containing corporate names would use the CNAF. All serials titles, ISSNs, and supplier information would be entered directly into the bibliographic records.

Example of how both approaches are used in the sample database

MFN 13 The corporate author (**field 111**) contains the institution's main body, place, and country code, entered in **subfields a**, **c**, and **d**:

^**a**Federación Panamericana de Asociaciones de Facultades (Escuelas) de Medicina^**c**Caracas^**d**VE

MFN 17 The two corporate authors are entered using the authority codes **21** and **40**, entered in **subfield z**:

^z21**%**^z40

The display formats and FSTs used for inversion, sorting, and the exchange of data have been generalized to accept data directly from a bibliographic record or indirectly using an authority record, as the case may be. As well, these tables have been designed to work for both the participating centre and the coordinating centre when used in a network. As can be seen below, records of different types are mixed throughout the database.

The MIBIS database contains the following 51 records:

MFN 1	Monograph from a collection (English-language version)
MFN 2	Corporate name authority record
MFN 3	Corporate name authority record
MFN 4	Corporate name authority record
MFN 5	Corporate name authority record
MFN 6	Corporate name authority record
MFN 7	Article from a periodical
MFN 8	Monograph
MFN 9	Monograph (conference proceedings)
MFN 10	Chapter from a monograph
MFN 11	Corporate name authority record
MFN 12	Corporate name authority record
MFN 13	Monograph
MFN 14	Acquisitions record
MFN 15	Monograph with translated title
MFN 16	Corporate name authority record
MFN 17	Collection (conference proceedings)
MFN 18	Corporate name authority record
MFN 19	Corporate name authority record
MFN 20	Corporate name authority record

MFN 21	Corporate name authority record
MFN 22	Serials authority record
MFN 23	Corporate name authority record
MFN 24	Monograph from a collection (French-language version)
MFN 25	Monograph
MFN 26	Serials authority record
MFN 27	Chapter from a monograph
MFN 28	Collection
MFN 29	Chapter from a collection
MFN 30	Article from a periodical
MFN 31	Monograph with parallel title
MFN 32	Corporate name authority record
MFN 33	Corporate name authority record
MFN 34	Corporate name authority record
MFN 35	Serials authority record
MFN 36	Monograph in a monographic series
MFN 37	Monograph
MFN 38	Serials authority record
MFN 39	Corporate name authority record
MFN 40	Corporate name authority record
MFN 41	Monograph in a monographic series
MFN 42	Serials authority record
MFN 43	Corporate name authority record
MFN 44	Monograph (thesis)
MFN 45	Monograph (United Nations document)
MFN 46	Supplier authority record
MFN 47	Article from a periodical
MFN 48	Article from a periodical
MFN 49	Supplier authority record
MFN 50	Supplier authority record
MFN 51	Acquisitions record

IV DATA ENTRY AND MODIFICATION

1 Worksheets for bibliographic records

Four data entry worksheets have been defined for the entry or modification of bibliographic records. They are:

MIBIS This is the default data entry worksheet. It is used to enter or modify a record describing a monograph or collection (i.e., a record with bibliographic level M or C).

PARTM This data entry worksheet is used to enter or modify a record describing an analytic from a monograph or a collection (i.e., a record with bibliographic level A, and bibliographic level of parent M or C).

PARTS This data entry worksheet is used to enter or modify a record describing an analytic from a serial (i.e., a record with bibliographic level A and bibliographic level of parent S).

ACQIS This data entry worksheet is used to enter or modify an acquisitions record, regardless of its bibliographic level.

The first three data entry worksheets each consist of seven screens. The structure of each worksheet is identical, but only those fields appropriate to the material being described are present. The fields are clearly identified with the field names and field tags used in the Field-by-Field Guide. Except for the most obvious fields, help information is also provided, which can be viewed by pressing the [F1] function key. Some fields are defined with default values that are always appropriate for the material being described. In particular, the Record type (**field 999**) is set to '**B**' in all of the above worksheets to indicate bibliographic records.

Note 1 If you are not part of a formal information network, you can remove the Record status (**field 003**) from the first screen page of each of the **MIBIS**, **PARTM**, and **PARTS** worksheets.

Note 2 If you are implementing a unilingual system, you can remove the Language of analysis (**field 020**) from each of the **MIBIS**, **PARTM**, and **PARTS** worksheets. If, however, you will also be exporting records to a multilingual system, you must also create an entry for the Language of analysis (**field 020**) in the reformatting FST used in the MICRO-ISIS exchange facility (see Section VII on exchanging data in a formal information network).

2 Worksheets for authority records

There are three data entry worksheets for the entry or modification of authority records. They are:

CORP	used to enter or modify corporate name authority records.
SER	used to enter or modify serials authority records.
SUPPL	used to enter or modify supplier authority records.

These data entry worksheets all consist of a single screen, and all have the Record type (**field 999**) set to the appropriate code ('**C**', '**S**', or '**X**') by default.

Examples of how to use the data entry worksheets

Example 1

A monograph is ordered, received, and catalogued by your centre:

When ordering the item, use **ACQIS** to enter the basic bibliographic and acquisitions information for the monograph.

If you are using a computerized supplier authority file and an authority record for the supplier is not already present in the database, use **SUPPL** to enter a new record.

If applicable, use **CORP** to enter new corporate name authority records.

When the item is received, use **ACQIS** to update Processing status (**field 400**), Date received (**field 512**), and other information as appropriate.

Use **MIBIS** to complete the descriptive cataloguing and add the call number, descriptors, abstract, etc.

If you are using a computerized CNAF and authority records for the corporate names are not already present in the database, use **CORP** to enter new records.

Example 2

Your centre has received a copy of a conference proceedings that has already been catalogued as a monograph. You now wish to add records describing individual papers of particular interest to your centre:

Use **PARTM** to enter a bibliographic record for each paper to be described.

If you are using a computerized CNAF and authority records for the corporate names are not already present in the database, use **CORP** to enter new records.

Use **MIBIS** to update the record for the conference proceedings (i.e., the parent record) to add the appropriate MFNs in Record number(s) of part(s) (**field 011**).

V DISPLAY FORMATS

The display formats provided on the first diskette are in English. If your system uses another language, the literals in the display formats will need to be changed. Similarly, in a multilingual system, you may elect to either provide extra display formats in the other languages of your system, or to modify the supplied display formats to use multilingual literals.

1 Display formats for bibliographic records (MIBIS)

Three similar display formats are provided with MIBIS for the bibliographic records:

- **MIBIS** is the default format used for screen displays when searching or browsing the database. It is also used for all printed catalogues.
- **MIBISA** is identical to MIBIS, but also displays the abstract. It can be selected as an alternative to MIBIS when searching or browsing. This display format is not used in any of the printed outputs.
- **CAB** is used to produce the current awareness bulletin. It is similar to MIBISA, but does not display the Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**). Indentation of data is reduced to accommodate a two-column report.

The above three display formats are used with bibliographic records. When browsing sequentially through MIBIS, you will encounter pauses as the system skips over the authority records in the database.

2 Display formats for acquisitions records (MIBIS)

Two similar display formats are provided for acquisitions records:

- **ORDER** is used to print purchase orders. Should you have preprinted forms, you will need to modify this format to be compatible with your forms. Your institution's name and address should be supplied in

place of "--- Your institution's name ---" and the information under "SHIP TO". This display format is used by the predefined report ORDER.
- **CLAIM** is used to print claims for overdue orders. The same considerations as for the format ORDER apply to this display format. The format CLAIM is used by the predefined report CLAIM.

3 Display formats for authority records (MIBIS)

Authority records can be displayed using the following three display formats:

- **CORP** for CNAF records,
- **SERIAL** for SAF records, and
- **SUPPL** for supplier authority file records.

Only the appropriate authority records are displayed by the above three display formats. You will encounter pauses when browsing MIBIS while other types of records are skipped.

As well, a printed list of the supplier authority file can be produced. The predefined report SUPAF calls the display format by the same name, **SUPAF**.

4 Display format for data verification (MIBIS)

For proofreading purposes, all records in the database can be displayed using the format **TAGS**. The data are printed with the field tags, regardless of record type. The format is similar to the empty format provided by MICRO-ISIS for screen output. TAGS can be used to print data in proof format in a report.

5 Display formats supplied with other databases

Three other display formats are provided for use with the other three databases (MIBIS2, CORP, and SERIAL). They are only used with specific reports that require the data to be reformatted, using these databases, before the reports can be produced. The formats are:

- **MIBIS2** is used with the MIBIS2 database to produce the printed bibliographic indexes (see examples 6 to 11 in Section XII).
- **CORP** is used with the CORP database to produce the printed list of the CNAF (see example 14).
- **SERIAL** is used with the SERIAL database to produce the printed list of the SAF (see example 15).

6 CDS-PASCAL format exits

MICRO-ISIS supports the use of format exits written in CDS-PASCAL for use in display formats. These are user-written programs that facilitate custom formatting of data before it is displayed or printed. The sample implementation uses the following format exits:

- **BODY**, to provide punctuation for corporate names,
- **LINE**, to ensure correct indentation of literals, and
- **REF**, for use with renumbered records to eliminate references to other records that are not present in the renumbered database. Nonexistent references can occur when:
    - not all related records are selected for use with the main bibliographic index or the other index reports,
    - in a formal information network, not all related bibliographic records are sent to the coordinating centre.

  More information on references to related bibliographic records in Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**) is provided in the sections on resequencing the database for the printed bibliographic indexes (Section VI, Part 2), exchanging data in a formal information network (Section VII), and inversion (Section IX).

Note Refer to Section X on the limitation of CDS-PASCAL if you expect any of the following fields will sometimes contain more than 255 characters:

111	Corporate author(s)
112	Affiliation
113	Other associated institution(s)
114	Meeting
211	Corporate author(s) - parent
901	Corporate body (CNAF records)

7 Changing the display formats to improve performance

A number of simplifications may be made to the display formats if you are not using all the features described in this manual (e.g., computerized authority files).

The changes described below will result in faster production of displays and reports. However, they are optional and need not be made. Without these changes, the displays and reports will simply take a bit longer to produce.

7.1 Systems not using a computerized CNAF

If you are not using a computerized CNAF, you can simplify the MIBIS, MIBISA, CAB, and MIBIS2 display formats by removing any references to them. For example, in format MIBIS, Corporate author(s) (**field 111**) are handled with:

```
(if p(v111) then &body( s( '/ ', if p(v111^z) then ref(val(v111^z),
v901) else v111 fi, '^ '))(3,3) fi)
```

This can be replaced with:

```
(if p(v111) then &body( s( '/ ', v111, '^ '))(3,3) fi)
```

7.2 Systems not using a computerized SAF

If you are not using a computerized SAF, similar changes could be made to the handling of the Monographic series (**field 140**), Title of serial (**field 200**), and ISSN (**field 201**) in MIBIS, MIBISA, CAB, and MIBIS2.

7.3 Systems not using a computerized supplier authority file

Likewise, the handling of Supplier (**field 515**) can be simplified in ORDER and CLAIM if you are not using a computerized supplier authority file.

7.4 Systems not participating in a formal information network

If you are not implementing the system as part of a network, you could simplify the handling of Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**) in formats MIBIS and MIBISA.

Replace:

```
"Parent record: "d010,if v010:’-’ then f(l(v010),1,0) else v010 fi/,
if p(v011) then &ref(s(’See also record number(s) ’,(if v011:’-’
then f(l(v011),1,0),’, ’else v011|, | fi),
’* for part(s).’))(0,3)/fi,
if p(v012) then &ref(s(’For other language version(s) see record
no(s): ’,(if v012:’-’ then f(l(v012),1,0), ’, ’ else v012|, |
fi),’*.’))(0,3)/fi
```

with:

```
"Parent record: "v010/,
"See also record number(s) "v011(0,3)+|, |" for part(s)."/,
"For other language version(s) see record no(s): "
v012(0,3)+|, |"."/
```

VI REPORT GENERATION

A number of reports have been predefined (see Section XII for sample printed outputs using these reports with the sample database).

The following reports are provided:

printed catalogues, which are produced directly from the main sample database, MIBIS;

current awareness bulletin, also produced directly from MIBIS;

main bibliographic index, produced from the MIBIS2 database (MIBIS2 is a temporary database created using selected records from MIBIS, which are resequenced by Broad subject heading (**field 320**), and then renumbered);

other indexes that refer to the main bibliographic index, also produced from MIBIS2;

purchase orders and claims for overdue orders, produced from MIBIS;

printed lists of the CNAF and the SAF, produced from databases CORP and SERIAL respectively. These reports are derived from the authority records in MIBIS, but processed by CDS-PASCAL programs into records in temporary databases. This permits the interfiling of "see" references in the lists; and

printed list of the supplier authority file, produced directly from MIBIS.

All predefined reports send data to the printer (DOS filename PRN). If necessary, a report can be cancelled by pressing Ctrl-C.

Because of a tightening up of the rules for naming system worksheets in Version 2.3 of MICRO-ISIS, should you wish to change any of the predefined reports permanently, you will have to do the following:

- Using DOS, copy the print or sort worksheet to be modified from the directory of the database from which the report is produced (MIBIS, MIBIS2, CORP, or SERIAL) to the same directory in which you keep the MICRO-ISIS system worksheets (i.e., the directory containing AEYPRT.FMT and AEYSRT.FMT). Rename the worksheet at the same time so that the third character in the name is a 'Y' (e.g., the title catalogue report, called TITLC, might be renamed from ATITLC.FMT to AEYTLC.FMT).
- Make the desired changes using the System utility services of MICRO-ISIS.
- Optionally, test the changed report, referring to it by its new name.
- Reverse the first operation, copying the changed menu from the directory containing the system worksheets to the appropriate database directory. Give the new copy the original name of the print or sort worksheet.
- Delete the copy you created in the first step.

A CDS-PASCAL program called **REPORT** is provided to produce the above reports except the three authority file lists. This program will ensure that the appropriate database is selected for the desired report. Similarly, CDS-PASCAL programs **CORP** and **SERIAL** can be used to produce the printed lists of the CNAF and the SAF. Finally, program **RENUMB** can be requested to resequence the records in MIBIS for use with the printed bibliographic indexes. The following sections provide more information on the reports and the programs that produce them.

1 Printed catalogues and current awareness bulletin

1.1 Selecting the data to be printed

Because the sample database is small, the printed catalogues and the current awareness bulletin were both printed using all records that had a Processing status (**field 400**) of LIST or CAT. Normally, you would only select records with the processing status LIST for the current awareness bulletin.

The records to be printed are first selected using the Information retrieval services of MICRO-ISIS. Following is a sample search expression:

```
LIST/(400)
```

The selected records are then saved in a MICRO-ISIS save file called CAT for the printed catalogues, and CAB for the current awareness bulletin. The predefined reports use these save files. Files CAT.SAV and CAB.SAV are included on the first diskette for the records selected for the sample outputs at the end of this annex (see examples 1 to 5).

1.2 Using program REPORT to print the reports

You may call the CDS-PASCAL program REPORT to produce the printed catalogues or the current awareness bulletin. Proceed as follows:

- select option A (Advanced programing services) from the main MICRO-ISIS menu,
- select R (run), then
- type the program name REPORT and press "Enter".

The program is menu driven - select the report you wish to have printed, or enter X to exit from the program and return to the main MICRO-ISIS menu. If you request a specific report, you will be asked for the search criterion to be used. You need not provide one, provided that you have already done a search, and saved the results under the name CAT or CAB, as appropriate. If you use the program, you need not concern yourself with which database to use. The program ensures that the MIBIS database is selected before displaying the main MICRO-ISIS menu.

1.3 Using sorting and printing services to print the reports

As an alternative to using program REPORT, you can use any of the predefined reports directly by requesting them with option S (User print worksheet) of the Sorting and printing services of MICRO-ISIS. This also makes it possible to provide one-time overrides to the report worksheets.

The worksheets used to produce the printed catalogues and current awareness bulletin are summarized in the following table:

	Print work-sheet	Sort work-sheet	Print format	Save file
Author catalogue	AUTHC	AUTHS	MIBIS	CAT
Title catalogue	TITLC	TITLS	MIBIS	CAT
Corporate author catalogue	CORPC	CORPS	MIBIS	CAT
Meeting catalogue	MEETC	MEETS	MIBIS	CAT
Current awareness bulletin	CAB	CABS	CAB	CAB

The following table defines the sort parameters used with the printed catalogues and current awareness bulletin:

Sort worksheet	First level sort fields	Sort type	Second level sort field
AUTHS	**110^a**	0[36]	100
TITLS	**100, 101**	0	
CORPS	**111**	0	100
MEETS	**114**	0	100
CABS	**320**	0	100

All the catalogue reports print the highest level sort as a heading. Note that, in the title catalogue, the title is printed as a heading, and then is printed again at the start of the item description. This is required because a title catalogue contains entries under both Title **(field 100)** and Parallel title(s) **(field 101)**.

Note Refer to Section X on the limitation of CDS-PASCAL if you expect either of the following fields will sometimes contain more than 255 characters:

111	Corporate author(s)
901	Corporate body (CNAF records)

2 Resequencing the data for printed bibliographic indexes

The bibliographic records to be used in the printed bibliographic indexes must first be sorted by Broad subject heading **(field 320)** and within that by Title **(field 100)**. They are then printed with new reference numbers assigned sequentially to them. MICRO-ISIS has no direct means of renumbering records after they have been sorted. To produce the desired printed bibliographic indexes, the records must be placed into a second database after they have been sorted. The MFN numbers of the records in this second database, called MIBIS2, are then used as the sequential numbers assigned to the material in the main bibliographic index, and referenced in the other printed bibliographic indexes (see examples 6 to 11).

2.1 Using program RENUMB to resequence the data

A program, called **RENUMB**, has been provided that will perform the necessary selection, sorting, and transfer of records from MIBIS to MIBIS2. Using program RENUMB is the most convenient way to prepare the data for use with the printed bibliographic indexes.

The program asks two questions. You are first asked for the search criterion in which you identify the records in MIBIS to be resequenced for the main bibliographic index and other bibliographic indexes. Then you are asked to provide the number to be assigned to the first resequenced record. This becomes the first MFN number used in MIBIS2.

The first diskette contains the database, MIBIS2, which is derived from MIBIS in this manner. The records included are those which meet the search criterion:

```
LIST/(400)
```

---

[36] Sort type 0 sorts the data by the complete field.

The sample records are renumbered starting with 5001.

The program then performs all the steps required to build the resequenced database. When it is finished, it calls program REPORT, which lets you select the reports you wish to have printed.

2.2 Manually resequencing the data

As an alternative to using program RENUMB, you can perform the steps done by program RENUMB. They are:

- Using the MIBIS database, select the records to be used in the printed bibliographic indexes.
- Save the selected records in a MICRO-ISIS save file called PRINT. The predefined reports use this save file. A file PRINT.SAV is included on the first diskette for the records selected for the sample printed bibliographic indexes (see examples 6 to 11).
- Sort the data using the Sorting and printing services of MICRO-ISIS. Select the predefined report worksheet **NUMBR** which requests the sort (using worksheet **NMBRS**) but does not print anything. MICRO-ISIS keeps the "hit" file from the sort.
- Export the data using the Master file services of MICRO-ISIS. Request option E (Export CDS/ISIS file). Fill in the fields on the export menu as follows:

Save file name:	leave empty
Hit file (Y/N)?:	Y
Reformatting FST:	RENUMB
Renumber records from:	leave empty

  Reformatting FSTs are used by MICRO-ISIS to reformat the data when it is being exchanged between databases. The reformatting FST, **RENUMB**, copies only the fields needed to produce the printed bibliographic indexes, and performs all the necessary retrieval of information from authority file records. The original MFN is also kept, which is required to enable references to other MFNs in **fields 010**, **011**, and **012** to be renumbered later.
- On the main MICRO-ISIS menu, change the active database to MIBIS2.
- Import the data using the Master file services of MICRO-ISIS. Request option I (Import external file). Fill in the fields on the import menu as follows:

First MFN to be assigned:	Provide the number to be assigned to the first record
Load/Merge/Update:	L
Reformatting FST:	leave empty

  The parameters listed above will load the resequenced records into the MIBIS2 database, replacing any data loaded previously.
- Invert the complete database using the Inversion services of MICRO-ISIS. Request option F (Full inverted file generation). Only the original MFN is inverted, which is required to properly renumber the references to other records in **fields 010**, **011**, and **012**.

The MIBIS2 database can now be used to produce the printed bibliographic indexes.

3 Generating the printed bibliographic indexes

You can produce the main bibliographic index and other printed bibliographic indexes anytime after you have created the resequenced MIBIS2 database. As with the printed catalogues and the current awareness bulletin, you can request these using the supplied program REPORT. Alternatively, you can print any index directly, so long as you ensure that MIBIS2 is the active database. You can request any of the predefined reports by using option S (User print worksheet) of the Sorting and printing services of MICRO-ISIS. This also makes it possible to provide one-time overrides to the report worksheets. The worksheets used to produce the printed bibliographic indexes available are summarized in the following table:

	Print worksheet	Sort worksheet	Print format
Main bibliographic index	MAINI	MAINS	MIBIS2
Author index	AUTHI	AUTHS	note 1
Title index	TITLI	TITLS	note 2
Corporate body index	CORPI	CORPS	note 1
Subject index	SUBJI	SUBJS	note 1
Geographic index	GEOGI	GEOGS	note 1

Notes regarding print formats

1 The format is specified directly in the print worksheet.
2 No format is used; only the sort headings are printed.

The following table defines the sort parameters used with the printed bibliographic indexes.

Sort worksheet	First level sort fields	Sort type[37]	Second level sort field
MAINS	**320**	0	**100**
AUTHS	**110^a**	0	**100**
TITLS	**100, 101**	0	
CORPS	**111, 112, 113**	0	**100**
SUBJS	**300**	2	**100**
GEOGS	**302**	2	**100**

All the index reports print the first level sort as a heading. Note that, in the title index, the title is printed as a heading, and then is printed again at the start of the item description. This is required because a title index prints entries under both Title (**field 100**) and Parallel title(s) (**field 101**).

Note Refer to Section X on the limitation of CDS-PASCAL if you expect any of the following fields will sometimes contain more than 255 characters:

111	Corporate author(s)
112	Affiliation
113	Other associated institution(s)

---

[37] Sort type 0 sorts the data by the complete field and Sort type 2 sorts descriptors delimited by triangular brackets.

211 Corporate author(s) - parent
901 Corporate body (CNAF records)

4 Printing the Corporate Name Authority File

The production of a printed list of the CNAF (see example 14) requires some extra processing of the authority records. This is to enable the "see" references to be interfiled with the corporate names, while displaying the appropriate reference. This can only be done using CDS-PASCAL programs. Programs called **CORP** and **CORP2** have been provided that will:

- create a database called **CORP** using the CNAF records in MIBIS, and
- sort and list these records on your printer.

Program CORP will copy the CNAF from MIBIS into the CORP database. It then calls the second program, CORP2, which performs some modifications to this temporary database, and then produces the printed list. You only request program CORP. This program searches for corporate name authority records, and stores the results in a save file called **CNAF**. It assumes an old one exists, and replaces it (one is supplied on the first diskette). If not, the program operation will terminate, and you will be shown the Information retrieval services menu. In that case, simply request program CORP a second time. The program also uses the reformatting FST called CNAF in the MIBIS directory to select the necessary information from the MIBIS database.

To produce the report, the program uses print worksheet **CNAF**, sort worksheet **CNAFS**, and display format **CORP**, all kept in the **CORP** directory.

To produce the printed list of the CNAF, proceed as follows:

- select option A (Advanced programing services) from the main menu,
- select R (run), and
- type the program name CORP, and press "Enter".

Note Refer to Section X on the limitation of CDS-PASCAL if there will sometimes be more than 255 characters in the corporate body field.

5 Printing the Serials Authority File

The production of a printed list of the SAF (see example 15) requires some extra processing of the authority records. This is to enable the "see" references to be interfiled with the serial titles, while displaying the appropriate reference. This can only be done using CDS-PASCAL programs. Programs called **SERIAL** and **SER2** have been provided that will:

- create a database called **SERIAL** using the SAF records in MIBIS, and
- sort and list these records on your printer.

Program SERIAL will copy the SAF records from MIBIS into the SERIAL database. It then calls the second program, SER2, which performs some modifications to this temporary database, and then produces the printed list. You only request program SERIAL. This program searches for serials authority records, and stores the results in a save file called **SAF**. It assumes an old one exists, and replaces it (one is supplied on the first diskette). If not, the program operation will terminate, and you will be shown the Information retrieval services menu. In that case, simply request program SERIAL a second time. The program also uses the reformatting FST called SAF in the MIBIS directory to select the necessary information from the MIBIS database.

To produce the report, the program uses print worksheet **SAF**, sort worksheet **SAFS**, and display format **SERIAL**, all kept in the **SERIAL** directory.

To produce the printed list of the SAF, proceed as follows:

- select option A (Advanced programing services) from the main menu,
- select R (run), and
- type the program name SERIAL, and press "Enter".

Note Refer to Section X on the limitation of CDS-PASCAL if there will sometimes be more than 255 characters in the corporate body field.

6 Printing the supplier authority file

The supplier authority file is the only authority file that can be printed directly from the MIBIS database (see example 16). The **MIBIS** directory on the first diskette contains print worksheet **SUPAF**, sort worksheet **SUPS**, and display format **SUPAF** for the printed list. To produce the list of the supplier authority file, proceed as follows:

- select option P (Sorting and printing services) from the main menu,
- select S (User print worksheet),
- type the print worksheet name SUPAF, and press "Enter", and
- if desired, modify any of the fields on the print or sort worksheets.

7 Printing purchase orders and claims for overdue orders

Two predefined reports are provided to print purchase orders and claims for overdue orders (see examples 12 and 13).

Before producing these, you should select the acquisitions records to be printed, using the Information retrieval services of MICRO-ISIS. Select records with Processing status (**field 400**) set to ORD:

```
ORD/(400)
```

For these reports, you need a second search criterion based on the Date ordered (**field 510**). This requires a free-text search. For example, for purchase orders (to avoid reprinting orders made earlier):

```
search set 1:   ORD/(400)
search set 2:   ? #1 V510 >= '1989-04-01'
```

for order claims (to avoid sending these to items just ordered):

```
search set 1:   ORD/(400)
search set 2:   ? #1 V510 < '1989-08-01'
```

Save the records found in a save file called **ORDER** for purchase orders, or **CLAIM** to produce the claims for overdue orders.

You may print either of these reports using program REPORT, or you may request them directly using the Sorting and printing services of MICRO-ISIS.

The display formats will need to be customized to your centre's own needs, as described in the section on display formats (Section V, Part 2).

For simplicity, the MFN number has been used as the order number.

The sample printed purchase orders and claims for overdue orders at the end of this annex (examples 12 and 13) were both produced using the search expression:

ORD/(400)

The worksheets, display formats, and save files required to produce these reports are:

	Print worksheet	Sort worksheet	Print format	Save file
purchase orders	ORDER	SUPLS	ORDER	ORDER
claims	CLAIM	SUPLS	CLAIM	CLAIM

The sort parameters used with these reports are:

Sort worksheet	First level sort field	Sort type	Second level sort field
SUPLS	**515**	0[38]	MFN

VII EXCHANGING DATA IN A FORMAL INFORMATION NETWORK

1 Preparing the reformatting FST

An FST, called **XCHANG**, is provided to enable participating centres (PCs) to exchange data with the coordinating centre (CC). It must be customized for use with a particular PC as follows:

1. The PC acronym must be entered as an unconditional literal for Participating centre acronym (**field 001**), and as part of the repeatable preliteral used with Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**).

---

[38] Sort type 0 sorts the data by the complete field.

Example

change the lines:

```
1  0  'acronym'
10 0   |ZZ-acronym-|v010
11 0 (|ZZ-acronym-|v011/)
12 0 (|ZZ-acronym-|v012/)
```

to:

```
1  0 'CODESRIA'
10 0  |ZZ-CODESRIA-|v010
11 0 (|ZZ-CODESRIA-|v011/)
12 0 (|ZZ-CODESRIA-|v012/)
```

where CODESRIA is the acronym of the PC.

The ZZ- is appended to the front of the data in **fields 010**, **011**, and **012** for the following reasons:

- **Fields 001** and **002** are inverted together, with a ZZ- appended to the front of the combined term. This allows all these references to be stored together at the end of the terms dictionary. In this way, they will not be retrieved when searching on the acronym (e.g., to retrieve the PC's records, or to retrieve titles containing the acronym).
- When **fields 010**, **011**, and **012** are printed or displayed, a search will be performed automatically in the display format, using the full field contents. The ZZ- is therefore required for the search to succeed.

Example

The original records at the PC (CODESRIA) are:

1. MFN: 1298
   field 011 contains: 1299
2. MFN: 1299
   field 010 contains: 1298

At the CC, these records become:

1. MFN: 2371
   field 001 contains: CODESRIA
   field 002 contains: 1298
   field 011 contains: ZZ-CODESRIA-1299

   fields 001 and **002** are inverted together, resulting in the posting: ZZ-CODESRIA-1298
2. MFN: 2372
   field 001 contains: CODESRIA
   field 002 contains: 1299
   field 010 contains: ZZ-CODESRIA-1298

   fields 001 and **002** are inverted together, resulting in the posting: ZZ-CODESRIA-1299

Thus, when record 2371 is printed at the CC, the contents of **field 011**, ZZ-CODESRIA-1299, are used in a search, and the posting for record 2372 is located. Therefore, 2372 is printed as the record number of part.

2. When records from a unilingual system are being exported to a multilingual system, the language code corresponding to the language of the system must be entered as an unconditional literal. This language code will be assigned to the Language of analysis **(field 020)** in the records in the CC's consolidated database.

   Example

   ```
   20 0 'Fr'
   ```

2 Sending data to the coordinating centre

To send completed catalogue records to the CC, perform the following steps:

- using the MIBIS database, select the records to be sent to the CC. These are the records with Record status **(field 003)** N.

  Example

  ```
  N/(003)
  ```

- save the results in a save file called **XCHANG**.
- export the data using the Master file services of MICRO-ISIS. Request option E (Export CDS/ISIS file). Note the fields on the export menu that must be filled in as follows:

Save file name:	XCHANG
Hit file (Y/N)?:	N
Reformatting FST:	XCHANG
Renumber records from:	leave empty

The reformatting FST, **XCHANG**, copies only the fields to be sent to the CC, and performs all the necessary retrieval of information from authority file records.

Note Data has not been entered in the Record status **(field 003)** in the sample database.

VIII CHANGING THE CONTENTS OF THE STATUS FIELDS

A program called **CHANGE** is provided that can be used to globally modify the contents of the two status fields: Record status **(field 003)**, and Processing status **(field 400)**.

After the current awareness bulletin and/or printed bibliographic indexes have been produced, the processing status should be changed from LIST to CAT. Similarly, after records have been sent to the CC for the network, the record status should be changed from N to S.

To change either of these fields, proceed as follows:

- select option A (Advanced programing services) from the main menu,
- select R (run), and
- type the program name CHANGE, and press "Enter".

You will be presented with a menu, from which you select which field you wish to change globally.

IX INVERSION

The inversion performed on the main database, MIBIS, by the supplied FST is straightforward except for the handling of Corporate author(s) (**field 111**), and for fields referencing other related bibliographic records: Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**).

If a CNAF is used, the authority code (**subfield ^z**) is inverted. If a CNAF is not used, the keywords of the main body (**subfield ^a**) and sub-body (**subfield ^a**) are inverted.

Note Normally, when inverting bibliographic records, references to authority records would be handled by looking up the authority record and inverting the information stored there. For example, when a CNAF is used, the reference to the main body and sub-body in the CNAF would be inverted word by word. This would enable a search, without being required to know the authority code, for all material associated with a specific corporate body. However, a problem in version 2.3 of MICRO-ISIS could result in corruption of the master file if it contains more than 127 records, and the REF function is used in the reformatting FST. This problem has been fixed in version 2.32 of MICRO-ISIS, released in February 1990. An extra inversion FST called **NEW** is provided for use with the MIBIS database with version 2.32 of MICRO-ISIS. For convenience and enhanced performance, a format exit called **BODYAB** is used in this FST to obtain **subfields ^a** and **^b** from the corporate body fields, for word-by-word inversion.

Example of a search on a corporate body, using version 2.32

> To retrieve all items with which the International Institute of Tropical Agriculture is associated, use the search expression:
>
> INTERNATIONAL (F) INSTITUTE (F) TROPICAL (F) AGRICULTURE/(111)
>
> or use the authority code of the body in the search expression:
>
> 1023/(111)

The second line of the inversion FST, MIBIS.FST, shows the contents of the Participating centre acronym (**field 001**) and the Participating centre record number (**field 002**) together, and assigns to the combined result the inversion identifier of 002. The FST entry is coded as:

```
2 0 "ZZ-"v001, "-"v002
```

This inversion is required by the CC in a network. When records are transferred from PCs to the CC, they are assigned new MFN numbers in the latter's database. Ordinarily, the contents of **fields 010**, **011**, and **012** would no longer be applicable. However, the inversion of the combination of the original record's MFN with the PC's acronym allows MICRO-ISIS to locate the original records being referenced in **fields 010**, **011**, and **012**. When the contributed record is retrieved, MICRO-ISIS is able to use this information to substitute the MFN of the related record in the CC in the display or printed output. An example is shown in Section VII on exchanging data in a formal information network.

> **Note** The second line - 2 0 "ZZ-"v001, "-"v002 - can be removed if you are not the CC of a formal information network. It can, however, be safely kept in the FST.

When selected records are resequenced for the production of printed bibliographic indexes, the original MFN numbers in **fields 010**, **011**, and **012** no longer apply. To be able to correctly display resequenced record numbers, the original MFN of the record in MIBIS is kept with the resequenced MIBIS2 database. This MFN is inverted, so that the original record can be located, and the new record number then determined. This is the reason an inversion is required when creating the resequenced database.

By extension, if the CC produces printed bibliographic indexes of material contributed by PCs, the inversion techniques used on both MIBIS and MIBIS2 will ensure that the resequenced record numbers are used in all references to other records in the display format.

> **Note** Refer to Section X on the limitation of CDS-PASCAL if you expect any of the following fields will sometimes contain more than 255 characters:
>
> **111** Corporate author(s)
> **112** Affiliation
> **113** Other associated institution(s)
> **901** Corporate body (CNAF records)

X LIMITATION OF CDS-PASCAL

CDS-PASCAL programs are provided to enhance the formatting of data, and to perform some of the tasks described in this annex.

One limitation of CDS-PASCAL may have an adverse effect on some of the functions performed by the programs provided. The limitation is that CDS-PASCAL cannot accept fields containing more than 255 characters of text. This has the greatest impact on the format exits (**BODY**, **LINE**, **REF**, and **BODYAB**).

When this limit is exceeded, results are unpredictable. In some cases, the extra text may be lost. In others, MICRO-ISIS can fail completely.

The second diskette contains a directory called **SAFE** that contains alternative files that do not use the CDS-PASCAL format exits. These files can be used to ensure that MICRO-ISIS will not fail for these reasons. However, use of the alternative files may result in some inconsistency. Most likely:

- corporate names will not be formatted in a consistent way. This is more of a problem in the sample application, which does not always use a computerized CNAF, than it will be with an implementation that handles corporate names in a uniform manner.
- some indentation of literals may not be handled consistently. For example, punctuation between the subfields of the meeting field may occasionally be flush with the left margin.

There are no records in the sample database that exceed the 255-character limit. If the length of any of the following fields is likely to exceed this limit, use the alternate files provided:

111 Corporate author(s)
112 Affiliation
113 Other associated institution(s)
114 Meeting
211 Corporate author(s) - parent
901 Corporate body (CNAF records)

The alternate files in the SAFE directory are:

Use this file	to replace this file	in directory
MIBIS.PFT	MIBIS.PFT	MIBIS
MIBISA.PFT	MIBISA.PFT	MIBIS
CAB.PFT	CAB.PFT	MIBIS
NEW.FST	NEW.FST	MIBIS
ACORPS.FMT	ACORPS.FMT	MIBIS
MIBIS2.PFT	MIBIS2.PFT	MIBIS2
ACORS2.FMT	ACORPS.FMT	MIBIS2

Note 1 The CDS-PASCAL limit of 255 characters can also adversely affect the production of the printed lists of the CNAF and the SAF. In this case, there is no alternative for the handling of information in the Corporate body (**field 901**) or the Serial title (**field 911**). The CDS-PASCAL language ignores the extra characters, and therefore they are lost from the report.

Note 2 The format exit called **REF** is used to remove nonexistent references, which appear as zeros, when displaying Record number of parent (**field 010**), Record number(s) of part(s) (**field 011**), and Record number(s) of other language version(s) (**field 012**). No alternate solution is possible, except to accept the zeros in the output. The replacement display formats do not use **REF** for **fields 011** or **012**.

XI COMPLETE LIST OF DIRECTORIES AND FILES USED WITH THE MICRO-ISIS IMPLEMENTATION

The files related to the MICRO-ISIS implementation are listed below:

1 Directory structure

1.1 Diskette 1

MIBIS	Main database (**MIBIS**) and supporting files
MIBIS2	Resequenced database (**MIBIS2**) and supporting files
CORP	**CORP** database and supporting files used to produce the printed CNAF
SERIAL	**SERIAL** database and supporting files used to produce the printed SAF
ISISPAS	CDS-PASCAL programs and format exits
SAVE	Save files of retrieval requests

1.2 Diskette 2

SAFE	Replacement display formats, sort FST, and report worksheets for MIBIS and MIBIS2
INMAGIC	Parallel implementation in INMAGIC (see Annex 20)

2 Directory contents

2.1 Directory MIBIS

Database

MIBIS.FDT, MIBIS.FST, MIBIS.MST, MIBIS.XRF, MIBIS.CNT, MIBIS.N01, MIBIS.N02, MIBIS.L01, MIBIS.L02, MIBIS.IFP, MIBIS.ANY

Data entry worksheets

monograph/collection	AMIBIS.FMT, BMIBIS.FMT, CMIBIS.FMT, DMIBIS.FMT, EMIBIS.FMT, FMIBIS.FMT, GMIBIS.FMT
analytic from a serial	APARTS.FMT, BPARTS.FMT, CPARTS.FMT, DPARTS.FMT, EPARTS.FMT, FPARTS.FMT, GPARTS.FMT
analytic from a monograph/collection	APARTM.FMT, BPARTM.FMT, CPARTM.FMT, DPARTM.FMT, EPARTM.FMT, FPARTM.FMT, GPARTM.FMT
acquisitions	AACQIS.FMT, BACQIS.FMT, CACQIS.FMT, DACQIS.FMT
corporate authority	ACORP.FMT
serials authority	ASER.FMT
supplier authority	ASUPPL.FMT

Display formats

browsing, catalogues	MIBIS.PFT
browsing with abstract	MIBISA.PFT
current awareness bulletin	CAB.PFT
purchase order	ORDER.PFT
claims	CLAIM.PFT
proof	TAGS.PFT
corporate names	CORP.PFT
serials	SERIAL.PFT
suppliers	SUPPL.PFT

Report worksheets

author catalogue	report	AAUTHC.FMT
	sort	AAUTHS.FMT
title catalogue	report	ATITLC.FMT
	sort	ATITLS.FMT
corporate author catalogue	report	ACORPC.FMT
	sort	ACORPS.FMT
meeting catalogue	report	AMEETC.FMT
	sort	AMEETS.FMT
current awareness bulletin	report	ACAB.FMT
	sort	ACABS.FMT
purchase order	report	AORDER.FMT
	sort	ASUPLS.FMT
(used with ASUPLS.FMT)		SUPLS.FST

claims	report	ACLAIM.FMT
	sort	ASUPLS.FMT
(used with ASUPLS.FMT)		SUPLS.FST

Specialized report worksheets, etc.

resequence	(dummy report)	ANUMBR.FMT
	(dummy sort)	ANMBRS.FMT
	(reformatting)	RENUMB.FST
supplier authority file	report	ASUPAF.FMT
	sort	ASUPS.FMT
(used with ASUPAS.FMT)		SUPAF.PFT
CNAF (to create the list)		CNAF.FST
SAF (to create the list)		SAF.FST
stopwords		MIBIS.STW
exchange records in a network		XCHANG.FST
inversion FST for use with version 2.32		NEW.FST

2.2 Directory MIBIS2

Database

MIBIS2.FDT, MIBIS2.FST, MIBIS2.MST, MIBIS2.XRF, MIBIS2.CNT,
MIBIS2.N01, MIBIS2.N02, MIBIS2.L01, MIBIS2.L02, MIBIS2.IFP,
MIBIS2.ANY, AMIBIS.FMT

Display format

printed bibliographic indexes	MIBIS2.PFT

Report worksheets

main bibliographic index	report	AMAINI.FMT
	sort	AMAINS.FMT
author index	report	AAUTHI.FMT
	sort	AAUTHS.FMT
title index	report	ATITLI.FMT
	sort	ATITLS.FMT
corporate body index	report	ACORPI.FMT
	sort	ACORPS.FMT
subject index	report	ASUBJI.FMT
	sort	ASUBJS.FMT
geographic index	report	AGEOGI.FMT
	sort	AGEOGS.FMT

2.3 Directory CORP

Database

CORP.FDT, CORP.FST, CORP.MST, CORP.XRF, CORP.CNT, CORP.N01,
CORP.N02, CORP.L01, CORP.L02, CORP.IFP, CORP.ANY

Data entry worksheets

dummy	ACORP.FMT

Display formats

CNAF	CORP.PFT

Report

CNAF	report	ACNAF.FMT
	sort	ACNAFS.FMT

2.4 Directory SERIAL

Database

SERIAL.FDT, SERIAL.FST, SERIAL.MST, SERIAL.XRF, SERIAL.CNT,
SERIAL.N01, SERIAL.N02, SERIAL.L01, SERIAL.L02, SERIAL.IFP,
SERIAL.ANY

Data entry worksheets

dummy	ASERIA.FMT

Display formats

SAF	SERIAL.PFT

Report

SAF	report	ASAF.FMT
	sort	ASAFS.FMT

2.5 Directory ISISPAS

Programs

resequence database	RENUMB.PAS,	RENUMB.PCD
request printed outputs	REPORT.PAS,	REPORT.PCD
produce printed CNAF	CORP.PAS, CORP2.PAS,	CORP.PCD CORP2.PCD
produce printed SAF	SERIAL.PAS, SER2.PAS,	SERIAL.PCD SER2.PCD
change status fields	CHANGE.PAS,	CHANGE.PCD

Format exits

format corporate names	BODY.PAS,	BODY.PCD
indent literals, etc.	LINE.PAS,	LINE.PCD
format corporate names for inversion	BODYAB.PAS,	BODYAB.PCD
format MFN references	REF.PAS,	REF.PCD

2.6 Directory SAVE

save file - catalogues	CAT.SAV
save file - current awareness bulletin	CAB.SAV
save file - resequence	PRINT.SAV
save file - purchase order	ORDER.SAV
save file - claims	CLAIM.SAV

save file to produce CNAF	CNAF.SAV
save file to produce SAF	SAF.SAV
save file to exchange data	XCHANG.SAV

2.7 Directory SAFE (diskette 2)

Replacements for files in directory MIBIS

MIBIS.PFT MIBISA.PFT
CAB.PFT NEW.FST
ACORPS.FMT

Replacements for files in directory MIBIS2

MIBIS2.PFT
ACORS2.FMT (replaces ACORPS.FMT in MIBIS2)

XII SAMPLE PRINTED OUTPUTS

The following examples are in the format of the actual printout from MICRO-ISIS. In principle, the only changes are the addition of a header on each page and changing the page number to correspond to the sequence in this manual.

Example 1. Author catalogue

Example 2. Title catalogue

Example 3. Corporate author catalogue

Example 4. Meeting catalogue

Example 5. Current awareness bulletin

Example 6. Main bibliographic index

Example 7. Author index

Example 8. Title index

Example 9. Corporate body index

Example 10. Subject index

Example 11. Geographic index

Example 12. Purchase orders

Example 13. Claims for overdue orders

Example 14. Corporate Name Authority File

Example 15. Serials Authority File

Example 16. Supplier authority file

ANNEX 19
Example 1

AUTHOR CATALOGUE

AIYEPEKU, W.O.

International socioeconomic information systems : an evaluative study of DEVSIS-type programs / Aiyepeku, W.O. (University of Ibadan. Department of Library Studies, Ibadan NG)
International Development Research Centre, Ottawa, ON CA (Funder)
Ottawa, ON : IDRC, 1983. 100 p. : 70 ref.
ISBN: 0-88936-366-8
Document number: IDRC-TS43e
Project: 3-A-80-4079.
Also published in French and Spanish.
Descriptors: INFORMATION SYSTEMS; ECONOMIC AND SOCIAL DEVELOPMENT; DEVSIS; IDRC - CARISPLAN; DIS; INFOPLAN; UN; EVALUATION; RECOMMENDATIONS; LATIN AMERICA; CARIBBEAN; AFRICA; PADIS
Record no. 8   Location: MAIN 002:338 AIY   Copies: 2

CHIMEDZA, R.

Savings clubs : the mobilisation of rural finances in Zimbabwe / Chimedza, R. (University of Zimbabwe. Department of Land Management, Harare ZW)
In: Rural development and women : lessons from the field / Muntemba, S., ed., v. 1, p. 161-174
Geneva : ILO, 1985.
ISBN: 92-2-105152-8
Descriptors: CREDIT COOPERATIVES; SAVINGS; WOMEN'S PARTICIPATION - CASE STUDIES; ZIMBABWE
Parent record: 28
Record no. 29   Location: MF111 MAIN 396 MUN   Copies: 1

CROWLEY, D.

Mass media manual : how to run a radio learning group campaign / Crowley, D.; Etherington, A.; Kidd, R.
2d rev. ed. - Bonn : Friedrich-Ebert-Stiftung, Mass Media Dept., 1981. 186 p. : ill.
Descriptors: MANUALS; EDUCATIONAL RADIO; ADULT EDUCATION; NON-FORMAL EDUCATION - NATIONAL LEVEL; DEVELOPING COUNTRIES; ADMINISTRATIVE ASPECTS; TRAINING; BOTSWANA
Record no. 25   Location: MAIN 371.33 C7 1981   Copies: 2

AUTHOR CATALOGUE

ETHERINGTON, A.

Mass media manual : how to run a radio learning group campaign / Crowley, D.; Etherington, A.; Kidd, R.
2d rev. ed. - Bonn : Friedrich-Ebert-Stiftung, Mass Media Dept., 1981. 186 p. : ill.
Descriptors: MANUALS; EDUCATIONAL RADIO; ADULT EDUCATION; NON-FORMAL EDUCATION - NATIONAL LEVEL; DEVELOPING COUNTRIES; ADMINISTRATIVE ASPECTS; TRAINING; BOTSWANA
Record no. 25   Location: MAIN 371.33 C7 1981   Copies: 2

GASSOL DE HOROWITZ, ROSARIO

Graduate education for librarianship in Venezuela : a theoretical framework / Gassol de Horowitz, Rosario
University of California, Berkeley, CA US (Degree granting inst.)
Ann Arbor, MI : University Microfilms International, 1984.
212 p. : bibliog. p. 195-212
Dissertation, D.L.S.
Descriptors: LIBRARY SCIENCE; HIGHER EDUCATION; GRADUATES - EDUCATIONAL NEEDS; COMMUNICATION; INFORMATION SYSTEMS; INFORMATION TECHNOLOGY; CULTURE; VENEZUELA
Record no. 44   Location: MAIN 020:378(87) GAS   Copies: 1

JACSO, PETER

MICRO-CDS/ISIS : a bibliographic information management software from Unesco / Jacso, Peter; Szucs, Andras; Varga, Sandor (Computer Applications and Service Company, Budapest HU)
In: Microcomputers for information management (ISSN 0742-2342), v. 3, no. 3, p. 173-198, Sep 1986.
Descriptors: COMPUTER PROGRAMMES; MICROCOMPUTERS; INFORMATION USERS; LIBRARIES
Record no. 7   Location: MAIN 681.3 JAC   Copies: 1

JELLIFFE, D.B.

Child health in the tropics : a practical handbook for health personnel / Jelliffe, D.B., ed. (University of California, Los Angeles, CA US)
5th ed. - London : Edward Arnold, 1985. 290 p. : ill.
ISBN: 0-7131-4438-6
Descriptors: MATERNAL AND CHILD HEALTH; CHILD DEVELOPMENT; INFANTS - NUTRITION; DISEASES; HEALTH EDUCATION; IMMUNIZATION; HEALTH SERVICES; HEALTH POLICY;

AUTHOR CATALOGUE

DEVELOPING COUNTRIES; TROPICAL ZONE
Record no. 37 Location: MAIN 613.9 JEL Copies: 1

KIDD, R.

Mass media manual : how to run a radio learning group campaign / Crowley, D.; Etherington, A.; Kidd, R.
2d rev. ed. - Bonn : Friedrich-Ebert-Stiftung, Mass Media Dept., 1981. 186 p. : ill.
Descriptors: MANUALS; EDUCATIONAL RADIO; ADULT EDUCATION; NON-FORMAL EDUCATION - NATIONAL LEVEL; DEVELOPING COUNTRIES; ADMINISTRATIVE ASPECTS; TRAINING; BOTSWANA
Record no. 25 Location: MAIN 371.33 C7 1981 Copies: 2

MAGLACAS, A.M.

The potential of the traditional birth attendant / Maglacas, A.M., ed.; Simons, J., ed. (WHO. Division of Health Manpower Development, Geneva CH)
Geneva : WHO, 1986. 105 p.
(WHO offset publication ; no. 95)
ISBN: 92-4-170095-5
Descriptors: MIDWIVES; TRAINING PROGRAMMES - TRADITIONAL CULTURE; FAMILY PLANNING; LITERACY; MORBIDITY; EVALUATION
Record no. 36 Location: MAIN 613 WHO no. 95 Copies: 1

MAL, B.C.

Low-cost tubewells for developing countries / Mal, B.C.; Mishra, A.P. (Rajendra Agricultural University. College of Agricultural Engineering, Samastipur IN)
In: International journal for development technology (ISSN 0263-418X), v. 4, no. 3, p. 197-203, Sep 1986.
Descriptors: IRRIGATION EQUIPMENT; PUMPS; GROUNDWATER; APPROPRIATE TECHNOLOGY - BAMBOO; COST ANALYSIS
Record no. 30 Location: MF176 Copies: 1

AUTHOR CATALOGUE

MALIYADDE, CHANDRASENA

Rural housing problems / Maliyadde, Chandrasena
In: Progress, v. 2, no. 4, p. 34-38, Dec 1982.
Descriptors: HOUSING; RURAL POPULATION - INVESTMENTS; SRI LANKA
Record no. 48 Location: MAIN 333.32(548.7) MAL Copies: 1

MISHRA, A.P.

Low-cost tubewells for developing countries / Mal, B.C.; Mishra, A.P. (Rajendra Agricultural University. College of Agricultural Engineering, Samastipur IN)
In: International journal for development technology (ISSN 0263-418X), v. 4, no. 3, p. 197-203, Sep 1986.
Descriptors: IRRIGATION EQUIPMENT; PUMPS; GROUNDWATER; APPROPRIATE TECHNOLOGY - BAMBOO; COST ANALYSIS
Record no. 30 Location: MF176 Copies: 1

MORIN-LABATUT, GISELE

Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
Technical Meeting on Common Methodologies, Ottawa, ON CA, 3-7 Nov 1981
Technical Meeting on Common Methodologies, Mont Sainte-Marie, PQ CA, 9-13 Nov 1981
In: Recommended methods for development-information systems, v. 1
Ottawa, ON : IDRC, 1982. 272 p.
ISBN: 0-88936-354-4
Document number: IDRC-TS40e
Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS - DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS; METHODOLOGY; ISIS; MINISIS
For other language version(s) see record no(s): 24.
Record no. 1 Location: REF MAIN 025.315 MOR Copies: 2

Manuel de traitement des donneés bibliographiques dans les systèmes d'information relatifs au développement / Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches pour le Développement International. Division des Sciences de l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa, ON CA, 3-7 nov 1981
Réunion Technique sur les Méthodologies Communes, Mont Sainte-Marie, PQ CA, 9-13 nov 1981

AUTHOR CATALOGUE

In: Méthodes préconiseés dans les systèmes d'information relatifs au développement, v. 1
Ottawa, ON : CRDI, 1988. 297 p.
ISBN: 0-88936-490-7
Document number: IDRC-TS40f
Version française par Marcelle Saint-Arnaud.
Descriptors: MANUELS; CATALOGAGE; ANALYSE DE L'INFORMATION - DEVSIS; AGRIS; METHODOLOGIE; INDEXAGE; ANALYSE DE CONTENU; ISIS; MINISIS
For other language version(s) see record no(s): 1.
Record no. 24 Location: REF MAIN 025.313 MOR(f) Copies: 2

MUNTEMBA, S.

Rural development and women : lessons from the field / Muntemba, S., ed. / ILO, Geneva CH
Geneva : ILO, 1985. 2 v.
ISBN: 92-2-105154-4
Descriptors: WOMEN'S PARTICIPATION; RURAL EMPLOYMENT; AGRICULTURAL PRODUCTION - MARKETING; CREDIT; WOMEN'S ORGANIZATIONS; CASE STUDIES; PROJECT EVALUATION
See also record number(s) 29 for part(s).
Record no. 28 Location: MAIN 396 MUN Copies: 1

N'SANGOU, A.

La contribution des buy'em sell'em au développement [The contribution of the "buy'em sell'em" to development] / N'Sangou, A. (Institut des Sciences Humaines, Yaoundé CM)
In: Femmes du Cameroun : mères pacifiques, femmes rebelles / Barbier, J.C., ed., p. 385-392
Bondy : Orstom, 1985.
ISBN: 2-86537-129-8
Descriptors: PURCHASING; MARKETING; WOMEN'S ROLE - FOOD; CAMEROON
Record no. 27 Location: MAIN 396 BAR Copies: 1

PERERA, K.P.G.M.

District Integrated Rural Development Programme / Perera, K.P.G.M.
In: Progress, v. 2, no. 3, p. 14-17, Sep 1982.
Descriptors: RURAL DEVELOPMENT; DEVELOPMENT ADMINISTRATION - RURAL AREAS; RURAL POPULATION; SRI LANKA
Record no. 47 Location: MAIN 711.3(548.7) PER Copies: 1

AUTHOR CATALOGUE

ROSE, TORE

Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
OECD. Development Centre, Paris FR (Sponsor)
University of Sussex. Institute of Development Studies, Brighton GB (Sponsor)
Université de Clermont I. Centre d'Etudes et de Recherches sur le Développement International, Clermont-Ferrand FR (Sponsor)
Paris : OECD, 1985. 335 p.
ISBN: 92-64-12749-6
Descriptors: ECONOMIC RECESSION; ECONOMIC POLICY; INTERNATIONAL ECONOMIC RELATIONS - ECONOMIC DEVELOPMENT; SOCIAL DEVELOPMENT; CONFERENCE PROCEEDINGS; AFRICA SOUTH OF SAHARA
See also record number(s) 10 for part(s).
Record no. 9 Location: MAIN 330.1(6) ROS Copies: 1

SIMONS, J.

The potential of the traditional birth attendant / Maglacas, A.M., ed.; Simons, J., ed. (WHO. Division of Health Manpower Development, Geneva CH)
Geneva : WHO, 1986. 105 p.
(WHO offset publication ; no. 95)
ISBN: 92-4-170095-5
Descriptors: MIDWIVES; TRAINING PROGRAMMES - TRADITIONAL CULTURE; FAMILY PLANNING; LITERACY; MORBIDITY; EVALUATION
Record no. 36 Location: MAIN 613 WHO no. 95 Copies: 1

SLY, MAUREEN

Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
Technical Meeting on Common Methodologies, Ottawa, ON CA, 3-7 Nov 1981
Technical Meeting on Common Methodologies, Mont Sainte-Marie, PQ CA, 9-13 Nov 1981
In: Recommended methods for development-information systems, v. 1
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Document number: IDRC-TS40e
Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS -

AUTHOR CATALOGUE

DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS;
METHODOLOGY; ISIS; MINISIS
For other language version(s) see record no(s): 24.
Record no. 1 Location: REF MAIN 025.315 MOR Copies: 2

Manuel de traitement des donneés bibliographiques dans les
systèmes d'information relatifs au développement /
Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches
pour le Développement International. Division des Sciences de
l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa,
ON CA, 3-7 nov 1981
Réunion Technique sur les Méthodologies Communes, Mont
Sainte-Marie, PQ CA, 9-13 nov 1981
In: Méthodes préconiseés dans les systèmes d'information
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Ottawa, ON : CRDI, 1988. 297 p.
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Descriptors: MANUELS; CATALOGAGE; ANALYSE DE L'INFORMATION -
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CONTENU; ISIS; MINISIS
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Record no. 24 Location: REF MAIN 025.313 MOR(f) Copies: 2

SZUCS, ANDRAS

MICRO-CDS/ISIS : a bibliographic information management software
from Unesco / Jacso, Peter; Szucs, Andras; Varga, Sandor
(Computer Applications and Service Company, Budapest HU)
In: Microcomputers for information management (ISSN 0742-2342),
v. 3, no. 3, p. 173-198, Sep 1986.
Descriptors: COMPUTER PROGRAMMES; MICROCOMPUTERS; INFORMATION
USERS; LIBRARIES
Record no. 7 Location: MAIN 681.3 JAC Copies: 1

VARGA, SANDOR

MICRO-CDS/ISIS : a bibliographic information management software
from Unesco / Jacso, Peter; Szucs, Andras; Varga, Sandor
(Computer Applications and Service Company, Budapest HU)
In: Microcomputers for information management (ISSN 0742-2342),
v. 3, no. 3, p. 173-198, Sep 1986.
Descriptors: COMPUTER PROGRAMMES; MICROCOMPUTERS; INFORMATION
USERS; LIBRARIES
Record no. 7 Location: MAIN 681.3 JAC Copies: 1

AUTHOR CATALOGUE

WEEKES-VAGLIANI, WINIFRED

Women, food and rural development / Weekes-Vagliani, Winifred
(OECD. Development Centre, Paris FR)
Conference on Rehabilitation and Recovery in Subsaharan
Africa, Paris FR, 14-16 Nov 1984
In: Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.,
p. 104-110
Paris : OECD, 1985.
Descriptors: WOMEN'S ROLE; FOOD PRODUCTION - DEVELOPMENT
PROJECTS; BURKINA FASO; MALI
Parent record: 9
Record no. 10   Location: MAIN 330.1(6) ROS   Copies: 1

TITLE CATALOGUE

AGRICULTURAL RESEARCH POLICY AND MANAGEMENT : PAPERS PRESENTED AT THE WORKSHOP ON AGRICULTURAL RESEARCH POLICY AND MANAGEMENT, 26-30 SEPTEMBER 1983, PORT OF SPAIN, TRINIDAD

Agricultural research policy and management : papers presented at the Workshop on Agricultural Research Policy and Management, 26-30 September 1983, Port of Spain, Trinidad / ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT / Caribbean Council for Science and Technology, Port of Spain TT
Workshop on Agricultural Research Policy and Management, Port of Spain TT, 26-30 Sep 1983
International Service for National Agricultural Research, The Hague NL (Funder)
International Development Research Centre, Ottawa, ON CA (Funder)
Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (Funder)
Commonwealth Foundation, London GB (Funder)
Port of Spain : ECLAC, 26 Nov 1984. 2 v.
Document number: LC/CAR/G. 126
Descriptors: AGRICULTURAL RESEARCH; RESEARCH POLICY; RESEARCH PROGRAMMES; ORGANIZATION OF RESEARCH - REGIONAL COOPERATION; RESEARCH CENTRES; BANANAS; COCOA; COFFEE; COCONUTS; POTATOES; RICE; SORGHUM; SUGAR CANE; CARIBBEAN; LATIN AMERICA
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CASE STUDIES IN POPULATION POLICY : NIGERIA

Case studies in population policy : Nigeria / UN. Population Division, New York, NY US
New York, NY : UN, 1988. 38 p.
(Population policy paper ; no. 16)
Document number: ST/ESA/SER.R/83
Descriptors: POPULATION POLICY; DEVELOPMENT PLANS - POPULATION CENSUSES; STATISTICAL TABLES; NIGERIA
Record no. 41   Location: MAIN 312(669) UN   Copies: 1

CHILD HEALTH IN THE TROPICS : A PRACTICAL HANDBOOK FOR HEALTH PERSONNEL

Child health in the tropics : a practical handbook for health personnel / Jelliffe, D.B., ed. (University of California, Los Angeles, CA US)
5th ed. - London : Edward Arnold, 1985. 290 p. : ill.
ISBN: 0-7131-4438-6
Descriptors: MATERNAL AND CHILD HEALTH; CHILD DEVELOPMENT; INFANTS - NUTRITION; DISEASES; HEALTH EDUCATION;

IMMUNIZATION; HEALTH SERVICES; HEALTH POLICY;
DEVELOPING COUNTRIES; TROPICAL ZONE
Record no. 37 Location: MAIN 613.9 JEL Copies: 1

LA CONTRIBUTION DES BUY'EM SELL'EM AU DEVELOPPEMENT

La contribution des buy'em sell'em au développement [The contribution of the "buy'em sell'em" to development] / N'Sangou, A. (Institut des Sciences Humaines, Yaoundé CM)
In: Femmes du Cameroun : mères pacifiques, femmes rebelles / Barbier, J.C., ed., p. 385-392
Bondy : Orstom, 1985.
ISBN: 2-86537-129-8
Descriptors: PURCHASING; MARKETING; WOMEN'S ROLE - FOOD; CAMEROON
Record no. 27 Location: MAIN 396 BAR Copies: 1

CRISIS AND RECOVERY IN SUBSAHARAN AFRICA

Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
OECD. Development Centre, Paris FR (Sponsor)
University of Sussex. Institute of Development Studies, Brighton GB (Sponsor)
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Descriptors: ECONOMIC RECESSION; ECONOMIC POLICY; INTERNATIONAL ECONOMIC RELATIONS - ECONOMIC DEVELOPMENT; SOCIAL DEVELOPMENT; CONFERENCE PROCEEDINGS; AFRICA SOUTH OF SAHARA
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DIRECTORIO DE LAS FACULTADES Y ESCUELAS DE MEDICINA DEL CONTINENTE : NORTE, CENTRO Y SUR

Directorio de las facultades y escuelas de medicina del continente : norte, centro y sur / Federación Panamericana de Asociaciones de Facultades (Escuelas) de Medicina, Caracas VE
Caracas : Fondo Editorial FEPAFEM, Nov 1986. 303 p.
ISBN: 980-265-585-6
Descriptors: DIRECTORIOS; ENSENANZA DE LA MEDICINA; UNIVERSIDADES; AMERICA LATINA
Record no. 13 Location: REF 058(8)378.6 FED Copies: 1

TITLE CATALOGUE

DISTRICT INTEGRATED RURAL DEVELOPMENT PROGRAMME

District Integrated Rural Development Programme / Perera, K.P.G.M.
In: Progress, v. 2, no. 3, p. 14-17, Sep 1982.
Descriptors: RURAL DEVELOPMENT; DEVELOPMENT ADMINISTRATION - RURAL AREAS; RURAL POPULATION; SRI LANKA
Record no. 47   Location: MAIN 711.3(548.7) PER   Copies: 1

FINAL REPORT : TECHNICAL ASSISTANCE IN PERSONNEL MANAGEMENT TO THE GOVERNMENT OF BHUTAN

Final report : technical assistance in personnel management to the Government of Bhutan / Public Administration Service, McLean, VA US
UNDP, New York, NY US (Funder)
McLean, VA : Public Administration Service, Jun 1988. 43 p.
Project: Assistance to Royal Civil Service Commission, BHU-85-006.
Availability: Restr. UNDP, United Nations Plaza, New York, NY 10017, USA.
Descriptors: PERSONNEL MANAGEMENT; TRAINING PROGRAMMES; MANAGEMENT DEVELOPMENT - MANAGEMENT TECHNIQUES; MANPOWER PLANNING; CIVIL SERVICE; TEACHING METHODS; TECHNICAL COOPERATION; PROJECT REPORTS; RESTRICTED DOCUMENTS; BHUTAN
Record no. 45   Location: RESTR 658.3 PUB   Copies: 1

GRADUATE EDUCATION FOR LIBRARIANSHIP IN VENEZUELA : A THEORETICAL FRAMEWORK

Graduate education for librarianship in Venezuela : a theoretical framework / Gassol de Horowitz, Rosario
University of California, Berkeley, CA US (Degree granting inst.)
Ann Arbor, MI : University Microfilms International, 1984. 212 p. : bibliog. p. 195-212
Dissertation, D.L.S.
Descriptors: LIBRARY SCIENCE; HIGHER EDUCATION; GRADUATES - EDUCATIONAL NEEDS; COMMUNICATION; INFORMATION SYSTEMS; INFORMATION TECHNOLOGY; CULTURE; VENEZUELA
Record no. 44   Location: MAIN 020:378(87) GAS   Copies: 1

TITLE CATALOGUE

A GUIDE TO WOMEN'S ORGANIZATIONS AND AGENCIES SERVING WOMEN IN KENYA

A guide to women's organizations and agencies serving women in
Kenya [Un guide d'organisations et d'agences du Kenya au
service des femmes] / Mazingira Institute, Nairobi KE
Nairobi : Mazingira Institute, 1985. 311 p. : ill.
Version mise à jour et augmentée de Directory of women's
organizations in Kenya.
Descriptors: REPERTOIRES; ORGANISATIONS FEMININES; KENYA
Record no. 15 Location: REF 058(676.2)396:061 MAZ Copies: 1

INTERNATIONAL SOCIOECONOMIC INFORMATION SYSTEMS : AN EVALUATIVE STUDY OF DEVSIS-TYPE PROGRAMS

International socioeconomic information systems : an evaluative
study of DEVSIS-type programs / Aiyepeku, W.O. (University of
Ibadan. Department of Library Studies, Ibadan NG)
International Development Research Centre, Ottawa, ON CA
(Funder)
Ottawa, ON : IDRC, 1983. 100 p. : 70 ref.
ISBN: 0-88936-366-8
Document number: IDRC-TS43e
Project: 3-A-80-4079.
Also published in French and Spanish.
Descriptors: INFORMATION SYSTEMS; ECONOMIC AND SOCIAL
DEVELOPMENT; DEVSIS; IDRC - CARISPLAN; DIS;
INFOPLAN; UN; EVALUATION; RECOMMENDATIONS; LATIN
AMERICA; CARIBBEAN; AFRICA; PADIS
Record no. 8 Location: MAIN 002:338 AIY Copies: 2

LOW-COST TUBEWELLS FOR DEVELOPING COUNTRIES

Low-cost tubewells for developing countries / Mal, B.C.; Mishra,
A.P. (Rajendra Agricultural University. College of
Agricultural Engineering, Samastipur IN)
In: International journal for development technology (ISSN
0263-418X), v. 4, no. 3, p. 197-203, Sep 1986.
Descriptors: IRRIGATION EQUIPMENT; PUMPS; GROUNDWATER;
APPROPRIATE TECHNOLOGY - BAMBOO; COST ANALYSIS
Record no. 30 Location: MF176 Copies: 1

ANNEX 19
Example 2

TITLE CATALOGUE

MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS

Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
Technical Meeting on Common Methodologies, Ottawa, ON CA, 3-7 Nov 1981
Technical Meeting on Common Methodologies, Mont Sainte-Marie, PQ CA, 9-13 Nov 1981
In: Recommended methods for development-information systems, v. 1
Ottawa, ON : IDRC, 1982. 272 p.
ISBN: 0-88936-354-4
Document number: IDRC-TS40e
Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS - DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS; METHODOLOGY; ISIS; MINISIS
For other language version(s) see record no(s): 24.
Record no. 1 Location: REF MAIN 025.315 MOR Copies: 2

MANUEL DE TRAITEMENT DES DONNEES BIBLIOGRAPHIQUES DANS LES SYSTEMES D'INFORMATION RELATIFS AU DEVELOPPEMENT

Manuel de traitement des donneés bibliographiques dans les systèmes d'information relatifs au développement / Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches pour le Développement International. Division des Sciences de l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa, ON CA, 3-7 nov 1981
Réunion Technique sur les Méthodologies Communes, Mont Sainte-Marie, PQ CA, 9-13 nov 1981
In: Méthodes préconiseés dans les systèmes d'information relatifs au développement, v. 1
Ottawa, ON : CRDI, 1988. 297 p.
ISBN: 0-88936-490-7
Document number: IDRC-TS40f
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For other language version(s) see record no(s): 1.
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TITLE CATALOGUE

MASS MEDIA MANUAL : HOW TO RUN A RADIO LEARNING GROUP CAMPAIGN

Mass media manual : how to run a radio learning group campaign / Crowley, D.; Etherington, A.; Kidd, R.
2d rev. ed. - Bonn : Friedrich-Ebert-Stiftung, Mass Media Dept., 1981. 186 p. : ill.
Descriptors: MANUALS; EDUCATIONAL RADIO; ADULT EDUCATION; NON-FORMAL EDUCATION - NATIONAL LEVEL; DEVELOPING COUNTRIES; ADMINISTRATIVE ASPECTS; TRAINING; BOTSWANA
Record no. 25 Location: MAIN 371.33 C7 1981 Copies: 2

MICRO-CDS/ISIS : A BIBLIOGRAPHIC INFORMATION MANAGEMENT SOFTWARE FROM UNESCO

MICRO-CDS/ISIS : a bibliographic information management software from Unesco / Jacso, Peter; Szucs, Andras; Varga, Sandor (Computer Applications and Service Company, Budapest HU)
In: Microcomputers for information management (ISSN 0742-2342), v. 3, no. 3, p. 173-198, Sep 1986.
Descriptors: COMPUTER PROGRAMMES; MICROCOMPUTERS; INFORMATION USERS; LIBRARIES
Record no. 7 Location: MAIN 681.3 JAC Copies: 1

THE POTENTIAL OF THE TRADITIONAL BIRTH ATTENDANT

The potential of the traditional birth attendant / Maglacas, A.M., ed.; Simons, J., ed. (WHO. Division of Health Manpower Development, Geneva CH)
Geneva : WHO, 1986. 105 p.
(WHO offset publication ; no. 95)
ISBN: 92-4-170095-5
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REGISTER : DEVELOPMENT RESEARCH PROJECTS IN ARAB COUNTRIES

Répertoire : projets de recherche en matière de développement dans les pays arabes = Register : development research projects in Arab countries / OCDE. Centre de Développement, Paris FR / Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social, Tunis TN
Paris : OCDE, 1988. 355 p.
ISBN: 92-64-03081-6

Texte parallèle en français et en anglais.
Descriptors: REPERTOIRES; PROJETS DE RECHERCHE; PROJETS DE DEVELOPPEMENT; ORGANISATIONS REGIONALES - PAYS ARABES
Record no. 31 Location: REF 058(5-0511)338 OCD Copies: 1

REPERTOIRE : PROJETS DE RECHERCHE EN MATIERE DE DEVELOPPEMENT DANS LES PAYS ARABES

Répertoire : projets de recherche en matière de développement dans les pays arabes = Register : development research projects in Arab countries / OCDE. Centre de Développement, Paris FR / Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social, Tunis TN
Paris : OCDE, 1988. 355 p.
ISBN: 92-64-03081-6
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RURAL DEVELOPMENT AND WOMEN : LESSONS FROM THE FIELD

Rural development and women : lessons from the field / Muntemba, S., ed. / ILO, Geneva CH
Geneva : ILO, 1985. 2 v.
ISBN: 92-2-105154-4
Descriptors: WOMEN'S PARTICIPATION; RURAL EMPLOYMENT; AGRICULTURAL PRODUCTION - MARKETING; CREDIT; WOMEN'S ORGANIZATIONS; CASE STUDIES; PROJECT EVALUATION
See also record number(s) 29 for part(s).
Record no. 28 Location: MAIN 396 MUN Copies: 1

RURAL HOUSING PROBLEMS

Rural housing problems / Maliyadde, Chandrasena
In: Progress, v. 2, no. 4, p. 34-38, Dec 1982.
Descriptors: HOUSING; RURAL POPULATION - INVESTMENTS; SRI LANKA
Record no. 48 Location: MAIN 333.32(548.7) MAL Copies: 1

TITLE CATALOGUE

SAVINGS CLUBS : THE MOBILISATION OF RURAL FINANCES IN ZIMBABWE

Savings clubs : the mobilisation of rural finances in Zimbabwe /
Chimedza, R. (University of Zimbabwe. Department of Land
Management, Harare ZW)
In: Rural development and women : lessons from the field /
Muntemba, S., ed., v. 1, p. 161-174
Geneva : ILO, 1985.
ISBN: 92-2-105152-8
Descriptors: CREDIT COOPERATIVES; SAVINGS; WOMEN'S PARTICIPATION
- CASE STUDIES; ZIMBABWE
Parent record: 28
Record no. 29   Location: MF111 MAIN 396 MUN   Copies: 1

WOMEN, FOOD AND RURAL DEVELOPMENT

Women, food and rural development / Weekes-Vagliani, Winifred
(OECD. Development Centre, Paris FR)
Conference on Rehabilitation and Recovery in Subsaharan
Africa, Paris FR, 14-16 Nov 1984
In: Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.,
p. 104-110
Paris : OECD, 1985.
Descriptors: WOMEN'S ROLE; FOOD PRODUCTION - DEVELOPMENT
PROJECTS; BURKINA FASO; MALI
Parent record: 9
Record no. 10   Location: MAIN 330.1(6) ROS   Copies: 1

CORPORATE AUTHOR CATALOGUE

ASSOCIATION DES INSTITUTS ET CENTRES ARABES DE RECHERCHE POUR LE DEVELOPPEMENT ECONOMIQUE ET SOCIAL, TUNIS TN

Répertoire : projets de recherche en matière de développement dans les pays arabes = Register : development research projects in Arab countries / OCDE. Centre de Développement, Paris FR / Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social, Tunis TN
Paris : OCDE, 1988. 355 p.
ISBN: 92-64-03081-6
Texte parallèle en français et en anglais.
Descriptors: REPERTOIRES; PROJETS DE RECHERCHE; PROJETS DE DEVELOPPEMENT; ORGANISATIONS REGIONALES - PAYS ARABES
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CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY, PORT OF SPAIN TT

Agricultural research policy and management : papers presented at the Workshop on Agricultural Research Policy and Management, 26-30 September 1983, Port of Spain, Trinidad / ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT / Caribbean Council for Science and Technology, Port of Spain TT
Workshop on Agricultural Research Policy and Management, Port of Spain TT, 26-30 Sep 1983
International Service for National Agricultural Research, The Hague NL (Funder)
International Development Research Centre, Ottawa, ON CA (Funder)
Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (Funder)
Commonwealth Foundation, London GB (Funder)
Port of Spain : ECLAC, 26 Nov 1984. 2 v.
Document number: LC/CAR/G. 126
Descriptors: AGRICULTURAL RESEARCH; RESEARCH POLICY; RESEARCH PROGRAMMES; ORGANIZATION OF RESEARCH - REGIONAL COOPERATION; RESEARCH CENTRES; BANANAS; COCOA; COFFEE; COCONUTS; POTATOES; RICE; SORGHUM; SUGAR CANE; CARIBBEAN; LATIN AMERICA
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CORPORATE AUTHOR CATALOGUE

CENTRE DE RECHERCHES POUR LE DEVELOPPEMENT INTERNATIONAL. DIVISION DES SCIENCES DE L'INFORMATION, OTTAWA, ON CA

Manuel de traitement des donneés bibliographiques dans les systèmes d'information relatifs au développement / Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches pour le Développement International. Division des Sciences de l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa, ON CA, 3-7 nov 1981
Réunion Technique sur les Méthodologies Communes, Mont Sainte-Marie, PQ CA, 9-13 nov 1981
In: Méthodes préconiseés dans les systèmes d'information relatifs au développement, v. 1
Ottawa, ON : CRDI, 1988. 297 p.
ISBN: 0-88936-490-7
Document number: IDRC-TS40f
Version française par Marcelle Saint-Arnaud.
Descriptors: MANUELS; CATALOGAGE; ANALYSE DE L'INFORMATION - DEVSIS; AGRIS; METHODOLOGIE; INDEXAGE; ANALYSE DE CONTENU; ISIS; MINISIS
For other language version(s) see record no(s): 1.
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ECLAC. SUBREGIONAL HEADQUARTERS FOR THE CARIBBEAN, PORT OF SPAIN TT

Agricultural research policy and management : papers presented at the Workshop on Agricultural Research Policy and Management, 26-30 September 1983, Port of Spain, Trinidad / ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT / Caribbean Council for Science and Technology, Port of Spain TT
Workshop on Agricultural Research Policy and Management, Port of Spain TT, 26-30 Sep 1983
International Service for National Agricultural Research, The Hague NL (Funder)
International Development Research Centre, Ottawa, ON CA (Funder)
Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (Funder)
Commonwealth Foundation, London GB (Funder)
Port of Spain : ECLAC, 26 Nov 1984. 2 v.
Document number: LC/CAR/G. 126
Descriptors: AGRICULTURAL RESEARCH; RESEARCH POLICY; RESEARCH PROGRAMMES; ORGANIZATION OF RESEARCH - REGIONAL COOPERATION; RESEARCH CENTRES; BANANAS; COCOA; COFFEE; COCONUTS; POTATOES; RICE; SORGHUM; SUGAR CANE; CARIBBEAN; LATIN AMERICA
Record no. 17 Location: MAIN 630(729.8) ECL Copies: 1

ANNEX 19
Example 3

CORPORATE AUTHOR CATALOGUE

```
FEDERACION PANAMERICANA DE ASOCIACIONES DE FACULTADES (ESCUELAS) DE
  MEDICINA, CARACAS VE

      Directorio de las facultades y escuelas de medicina del
         continente : norte, centro y sur / Federación Panamericana de
         Asociaciones de Facultades (Escuelas) de Medicina, Caracas VE
         Caracas : Fondo Editorial FEPAFEM, Nov 1986. 303 p.
         ISBN: 980-265-585-6
      Descriptors: DIRECTORIOS; ENSENANZA DE LA MEDICINA;
                   UNIVERSIDADES; AMERICA LATINA
      Record no. 13   Location:  REF 058(8)378.6 FED   Copies: 1


ILO, GENEVA CH

      Rural development and women : lessons from the field / Muntemba,
         S., ed. / ILO, Geneva CH
         Geneva : ILO, 1985. 2 v.
         ISBN: 92-2-105154-4
      Descriptors: WOMEN'S PARTICIPATION; RURAL EMPLOYMENT;
                   AGRICULTURAL PRODUCTION - MARKETING; CREDIT;
                   WOMEN'S ORGANIZATIONS; CASE STUDIES; PROJECT
                   EVALUATION
      See also record number(s) 29 for part(s).
      Record no. 28   Location:  MAIN 396 MUN   Copies: 1


INTERNATIONAL DEVELOPMENT RESEARCH CENTRE. INFORMATION SCIENCES
  DIVISION, OTTAWA, ON CA

      Manual for the preparation of records in development-information
         systems / Morin-Labatut, Gisèle; Sly, Maureen / International
         Development Research Centre. Information Sciences Division,
         Ottawa, ON CA
            Technical Meeting on Common Methodologies, Ottawa, ON CA,
            3-7 Nov 1981
            Technical Meeting on Common Methodologies, Mont
            Sainte-Marie, PQ CA, 9-13 Nov 1981
      In: Recommended methods for development-information systems, v.
            1
         Ottawa, ON : IDRC, 1982. 272 p.
         ISBN: 0-88936-354-4
         Document number: IDRC-TS40e
      Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS -
                   DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS;
                   METHODOLOGY; ISIS; MINISIS
      For other language version(s) see record no(s): 24.
      Record no. 1   Location:  REF  MAIN 025.315 MOR   Copies: 2
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CORPORATE AUTHOR CATALOGUE

MAZINGIRA INSTITUTE, NAIROBI KE

A guide to women's organizations and agencies serving women in Kenya [Un guide d'organisations et d'agences du Kenya au service des femmes] / Mazingira Institute, Nairobi KE
Nairobi : Mazingira Institute, 1985. 311 p. : ill.
Version mise à jour et augmentée de Directory of women's organizations in Kenya.
Descriptors: REPERTOIRES; ORGANISATIONS FEMININES; KENYA
Record no. 15 Location: REF 058(676.2)396:061 MAZ Copies: 1

OCDE. CENTRE DE DEVELOPPEMENT, PARIS FR

Répertoire : projets de recherche en matière de développement dans les pays arabes = Register : development research projects in Arab countries / OCDE. Centre de Développement, Paris FR / Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social, Tunis TN
Paris : OCDE, 1988. 355 p.
ISBN: 92-64-03081-6
Texte parallèle en français et en anglais.
Descriptors: REPERTOIRES; PROJETS DE RECHERCHE; PROJETS DE DEVELOPPEMENT; ORGANISATIONS REGIONALES - PAYS ARABES
Record no. 31 Location: REF 058(5-0511)338 OCD Copies: 1

PUBLIC ADMINISTRATION SERVICE, MCLEAN, VA US

Final report : technical assistance in personnel management to the Government of Bhutan / Public Administration Service, McLean, VA US
UNDP, New York, NY US (Funder)
McLean, VA : Public Administration Service, Jun 1988. 43 p.
Project: Assistance to Royal Civil Service Commission, BHU-85-006.
Availability: Restr. UNDP, United Nations Plaza, New York, NY 10017, USA.
Descriptors: PERSONNEL MANAGEMENT; TRAINING PROGRAMMES; MANAGEMENT DEVELOPMENT - MANAGEMENT TECHNIQUES; MANPOWER PLANNING; CIVIL SERVICE; TEACHING METHODS; TECHNICAL COOPERATION; PROJECT REPORTS; RESTRICTED DOCUMENTS; BHUTAN
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CORPORATE AUTHOR CATALOGUE

UN. POPULATION DIVISION, NEW YORK, NY US

Case studies in population policy : Nigeria / UN. Population
Division, New York, NY US
New York, NY : UN, 1988. 38 p.
(Population policy paper ; no. 16)
Document number: ST/ESA/SER.R/83
Descriptors: POPULATION POLICY; DEVELOPMENT PLANS - POPULATION
CENSUSES; STATISTICAL TABLES; NIGERIA
Record no. 41   Location: MAIN 312(669) UN   Copies: 1

MEETING CATALOGUE

CONFERENCE ON REHABILITATION AND RECOVERY IN SUBSAHARAN AFRICA, PARIS, FR, 14-16 NOV 1984

Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
OECD. Development Centre, Paris FR (Sponsor)
University of Sussex. Institute of Development Studies, Brighton GB (Sponsor)
Université de Clermont I. Centre d'Etudes et de Recherches sur le Développement International, Clermont-Ferrand FR (Sponsor)
Paris : OECD, 1985. 335 p.
ISBN: 92-64-12749-6
Descriptors: ECONOMIC RECESSION; ECONOMIC POLICY; INTERNATIONAL ECONOMIC RELATIONS - ECONOMIC DEVELOPMENT; SOCIAL DEVELOPMENT; CONFERENCE PROCEEDINGS; AFRICA SOUTH OF SAHARA
See also record number(s) 10 for part(s).
Record no. 9 Location: MAIN 330.1(6) ROS Copies: 1

Women, food and rural development / Weekes-Vagliani, Winifred (OECD. Development Centre, Paris FR)
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
In: Crisis and recovery in Subsaharan Africa / Rose, Tore, ed., p. 104-110
Paris : OECD, 1985.
Descriptors: WOMEN'S ROLE; FOOD PRODUCTION - DEVELOPMENT PROJECTS; BURKINA FASO; MALI
Parent record: 9
Record no. 10 Location: MAIN 330.1(6) ROS Copies: 1

REUNION TECHNIQUE SUR LES METHODOLOGIES COMMUNES, MONT SAINTE-MARIE, PQ, CA, 9-13 NOV 1981

Manuel de traitement des donneés bibliographiques dans les systèmes d'information relatifs au développement / Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches pour le Développement International. Division des Sciences de l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa, ON CA, 3-7 nov 1981
Réunion Technique sur les Méthodologies Communes, Mont Sainte-Marie, PQ CA, 9-13 nov 1981
In: Méthodes préconiseés dans les systèmes d'information relatifs au développement, v. 1
Ottawa, ON : CRDI, 1988. 297 p.
ISBN: 0-88936-490-7
Document number: IDRC-TS40f

Version française par Marcelle Saint-Arnaud.
Descriptors: MANUELS; CATALOGAGE; ANALYSE DE L'INFORMATION - DEVSIS; AGRIS; METHODOLOGIE; INDEXAGE; ANALYSE DE CONTENU; ISIS; MINISIS
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Manuel de traitement des donneés bibliographiques dans les systèmes d'information relatifs au développement / Morin-Labatut, Gisèle; Sly, Maureen / Centre de Recherches pour le Développement International. Division des Sciences de l'Information, Ottawa, ON CA
Réunion Technique sur les Méthodologies Communes, Ottawa, ON CA, 3-7 nov 1981
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TECHNICAL MEETING ON COMMON METHODOLOGIES, MONT SAINTE-MARIE, PQ, CA, 9-13 NOV 1981

Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
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ISBN: 0-88936-354-4
Document number: IDRC-TS40e
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WORKSHOP ON AGRICULTURAL RESEARCH POLICY AND MANAGEMENT, PORT OF SPAIN, TT, 26-30 SEP 1983

Agricultural research policy and management : papers presented at the Workshop on Agricultural Research Policy and Management, 26-30 September 1983, Port of Spain, Trinidad / ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT / Caribbean Council for Science and Technology, Port of Spain TT
Workshop on Agricultural Research Policy and Management, Port of Spain TT, 26-30 Sep 1983
International Service for National Agricultural Research, The Hague NL (Funder)
International Development Research Centre, Ottawa, ON CA (Funder)
Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (Funder)
Commonwealth Foundation, London GB (Funder)
Port of Spain : ECLAC, 26 Nov 1984. 2 v.
Document number: LC/CAR/G. 126
Descriptors: AGRICULTURAL RESEARCH; RESEARCH POLICY; RESEARCH PROGRAMMES; ORGANIZATION OF RESEARCH - REGIONAL COOPERATION; RESEARCH CENTRES; BANANAS; COCOA; COFFEE; COCONUTS; POTATOES; RICE; SORGHUM; SUGAR CANE; CARIBBEAN; LATIN AMERICA
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AGRICULTURAL RESEARCH

Agricultural research policy and management : papers presented at the Workshop on Agricultural Research Policy and Management, 26-30 September 1983, Port of Spain, Trinidad / ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT / Caribbean Council for Science and Technology, Port of Spain TT
Workshop on Agricultural Research Policy and Management, Port of Spain TT, 26-30 Sep 1983
International Service for National Agricultural Research, The Hague NL (Funder)
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Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (Funder)
Commonwealth Foundation, London GB (Funder)
Port of Spain : ECLAC, 26 Nov 1984. 2 v.
Document number: LC/CAR/G. 126
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COMPUTER SOFTWARE

MICRO-CDS/ISIS : a bibliographic information management software from Unesco / Jacso, Peter; Szucs, Andras; Varga, Sandor (Computer Applications and Service Company, Budapest HU)
In: Microcomputers for information management (ISSN 0742-2342), v. 3, no. 3, p. 173-198, Sep 1986.
Descriptors: COMPUTER PROGRAMMES; MICROCOMPUTERS; INFORMATION USERS; LIBRARIES
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Crisis and recovery in Subsaharan Africa / Rose, Tore, ed.
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
OECD. Development Centre, Paris FR (Sponsor)
University of Sussex. Institute of Development Studies, Brighton GB (Sponsor)
Université de Clermont I. Centre d'Etudes et de Recherches sur le Développement International, Clermont-Ferrand FR (Sponsor)
Paris : OECD, 1985. 335 p.
ISBN: 92-64-12749-6
Descriptors: ECONOMIC RECESSION; ECONOMIC POLICY; INTERNATIONAL ECONOMIC RELATIONS - ECONOMIC DEVELOPMENT; SOCIAL DEVELOPMENT; CONFERENCE PROCEEDINGS; AFRICA SOUTH OF SAHARA
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EDUCATION AND TRAINING

Graduate education for librarianship in Venezuela : a theoretical framework / Gassol de Horowitz, Rosario
University of California, Berkeley, CA US (Degree granting inst.)
Ann Arbor, MI : University Microfilms International, 1984. 212 p. : bibliog. p. 195-212
Dissertation, D.L.S.
Descriptors: LIBRARY SCIENCE; HIGHER EDUCATION; GRADUATES - EDUCATIONAL NEEDS; COMMUNICATION; INFORMATION SYSTEMS; INFORMATION TECHNOLOGY; CULTURE; VENEZUELA
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Record no. 44 Copies: 1

Mass media manual : how to run a radio learning group campaign / Crowley, D.; Etherington, A.; Kidd, R.
2d rev. ed. - Bonn : Friedrich-Ebert-Stiftung, Mass Media Dept., 1981. 186 p. : ill.
Descriptors: MANUALS; EDUCATIONAL RADIO; ADULT EDUCATION; NON-FORMAL EDUCATION - NATIONAL LEVEL; DEVELOPING COUNTRIES; ADMINISTRATIVE ASPECTS; TRAINING; BOTSWANA
Location: MAIN 371.33 C7 1981
Record no. 25 Copies: 2

The potential of the traditional birth attendant / Maglacas, A.M., ed.; Simons, J., ed. (WHO. Division of Health Manpower Development, Geneva CH)
Geneva : WHO, 1986. 105 p. (WHO offset publication ; no. 95)
ISBN: 92-4-170095-5
Descriptors: MIDWIVES; TRAINING PROGRAMMES - TRADITIONAL CULTURE; FAMILY PLANNING; LITERACY; MORBIDITY; EVALUATION
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FINANCE

Savings clubs : the mobilisation of rural finances in Zimbabwe / Chimedza, R. (University of Zimbabwe. Department of Land Management, Harare ZW)
In: Rural development and women : lessons from the field / Muntemba, S., ed., v. 1, p. 161-174
Geneva : ILO, 1985.
ISBN: 92-2-105152-8
Descriptors: CREDIT COOPERATIVES; SAVINGS; WOMEN'S PARTICIPATION - CASE STUDIES; ZIMBABWE
Location: MF111 MAIN 396 MUN
Record no. 29 Copies: 1

HEALTH

Child health in the tropics : a practical handbook for health personnel / Jelliffe, D.B., ed. (University of California, Los Angeles, CA US)
5th ed. - London : Edward Arnold, 1985. 290 p. : ill.
ISBN: 0-7131-4438-6
Descriptors: MATERNAL AND CHILD HEALTH; CHILD

DEVELOPMENT; INFANTS - NUTRITION; DISEASES; HEALTH EDUCATION; IMMUNIZATION; HEALTH SERVICES; HEALTH POLICY; DEVELOPING COUNTRIES; TROPICAL ZONE
Location: MAIN 613.9 JEL
Record no. 37 Copies: 1

HOUSING

Rural housing problems / Maliyadde, Chandrasena
In: Progress, v. 2, no. 4, p. 34-38, Dec 1982.
Descriptors: HOUSING; RURAL POPULATION - INVESTMENTS; SRI LANKA

Examines the nature of housing problems among the rural population in Sri Lanka. Includes information about the investment in housing and makes suggestions for improvement.

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INFORMATION SYSTEMS

International socioeconomic information systems : an evaluative study of DEVSIS-type programs / Aiyepeku, W.O. (University of Ibadan. Department of Library Studies, Ibadan NG)
International Development Research Centre, Ottawa, ON CA (Funder)
Ottawa, ON : IDRC, 1983. 100 p. : 70 ref.
ISBN: 0-88936-366-8
Document number: IDRC-TS43e
Project: 3-A-80-4079.
Also published in French and Spanish.
Descriptors: INFORMATION SYSTEMS; ECONOMIC AND SOCIAL DEVELOPMENT; DEVSIS; IDRC - CARISPLAN; DIS; INFOPLAN; UN; EVALUATION; RECOMMENDATIONS; LATIN AMERICA; CARIBBEAN; AFRICA; PADIS
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Record no. 8 Copies: 2

Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
Technical Meeting on Common Methodologies, Ottawa, ON CA, 3-7 Nov 1981
Technical Meeting on Common Methodologies, Mont Sainte-Marie, PQ CA, 9-13 Nov 1981
In: Recommended methods for development-information systems, v. 1
Ottawa, ON : IDRC, 1982. 272 p.
ISBN: 0-88936-354-4
Document number: IDRC-TS40e
Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS - DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS; METHODOLOGY; ISIS; MINISIS

This publication contains guidelines for the record structure and content of bibliographic records in development-information systems. It is intended to be a guide for the designers of new systems and for those seeking to improve existing systems. The manual is the result of 5-6 years experience with a variety of regional and national DEVSIS (Development Sciences Information System) systems and can be considered to be an update of the technical recommendations of the DEVSIS Study Team in 1975. The major part of the manual contains field-by-field guidelines to be used by a documentalist when creating records in a development-information system. Numerous annexes are appended, including a data-definition table, sample completed worksheets, a correspondence for UNISIST and AGRIS field tags, guidelines for implementation under MINISIS, CDS/ISIS and DOS/ISIS, a glossary, and a bibliography.

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LABOUR

Rural development and women : lessons from the field / Muntemba, S., ed. / ILO, Geneva CH
Geneva : ILO, 1985. 2 v.
ISBN: 92-2-105154-4
Descriptors: WOMEN'S PARTICIPATION; RURAL EMPLOYMENT; AGRICULTURAL PRODUCTION - MARKETING; CREDIT; WOMEN'S ORGANIZATIONS; CASE STUDIES; PROJECT EVALUATION
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MANAGEMENT

Final report : technical assistance in personnel management to the Government of Bhutan / Public Administration Service, McLean, VA US
UNDP, New York, NY US (Funder)
McLean, VA : Public Administration Service, Jun 1988. 43 p.
Project: Assistance to Royal Civil Service Commission, BHU-85-006.
Availability: Restr. UNDP, United Nations Plaza, New York, NY 10017, USA.
Descriptors: PERSONNEL MANAGEMENT; TRAINING PROGRAMMES; MANAGEMENT DEVELOPMENT - MANAGEMENT TECHNIQUES; MANPOWER PLANNING; CIVIL SERVICE; TEACHING METHODS; TECHNICAL COOPERATION; PROJECT REPORTS; RESTRICTED DOCUMENTS; BHUTAN

Contractor's report on field work performed in the delivery of an in-country training programme in Bhutan consisting of: 1) public administration and accepted techniques and processes of modern management; 2) elements of a personnel management system; and 3) orientation in the use of manpower planning and assessment methods as an integral element of management in the public service. Purpose of programme was to strengthen and improve the management capabilities of officials responsible for managing the public sector institutions of Bhutan. Discusses methodology and provides a week-by-week description of project activities. Reports all programme objectives met or exceeded, and concludes with findings based on a limited needs assessment. Recommends, inter alia, more and frequent short-term training courses, skills workshops, seminars, etc.; trained trainers for each department; and development of personnel policy by Royal Civil Service Commission. Supporting documentation annexed.

Location: RESTR 658.3 PUB
Record no. 45 Copies: 1

POPULATION

Case studies in population policy : Nigeria / UN. Population Division, New York, NY US
New York, NY : UN, 1988. 38 p. (Population policy paper ; no. 16)
Document number: ST/ESA/SER.R/83
Descriptors: POPULATION POLICY; DEVELOPMENT PLANS - POPULATION CENSUSES; STATISTICAL TABLES; NIGERIA
Location: MAIN 312(669) UN
Record no. 41 Copies: 1

RURAL DEVELOPMENT

District Integrated Rural Development Programme / Perera, K.P.G.M.
In: Progress, v. 2, no. 3, p. 14-17, Sep 1982.
Descriptors: RURAL DEVELOPMENT; DEVELOPMENT ADMINISTRATION - RURAL AREAS; RURAL POPULATION; SRI LANKA

Studies the District Integrated Rural Development Programme which commenced in 1976. Discusses the organizational setup, selection of districts, the government agencies involved and their activities.

Location: MAIN 711.3(548.7) PER
Record no. 47 Copies: 1

TRADE

La contribution des buy'em sell'em au développement [The contribution of the "buy'em sell'em" to development] / N'Sangou, A. (Institut des Sciences Humaines, Yaoundé CM)
In: Femmes du Cameroun : mères pacifiques, femmes rebelles / Barbier, J.C., ed., p. 385-392
Bondy : Orstom, 1985.
ISBN: 2-86537-129-8
Descriptors: PURCHASING; MARKETING; WOMEN'S ROLE - FOOD; CAMEROON
Location: MAIN 396 BAR
Record no. 27 Copies: 1

WATER

Low-cost tubewells for developing countries / Mal, B.C.; Mishra, A.P. (Rajendra Agricultural University. College of Agricultural Engineering, Samastipur IN)
In: International journal for development technology (ISSN 0263-418X), v. 4, no. 3, p. 197-203, Sep 1986.
Descriptors: IRRIGATION EQUIPMENT; PUMPS; GROUNDWATER; APPROPRIATE TECHNOLOGY - BAMBOO; COST ANALYSIS
Location: MF176
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CURRENT AWARENESS BULLETIN

WOMEN

Women, food and rural development
/ Weekes-Vagliani, Winifred
(OECD. Development Centre, Paris
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Conference on Rehabilitation
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In: Crisis and recovery in
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Paris : OECD, 1985.
Descriptors: WOMEN'S ROLE; FOOD
PRODUCTION -
DEVELOPMENT PROJECTS;
BURKINA FASO; MALI
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DEVELOPMENT - GENERAL

5001
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University of Sussex. Institute of Development Studies, Brighton GB (Sponsor)
Université de Clermont I. Centre d'Etudes et de Recherches sur le Développement International, Clermont-Ferrand FR (Sponsor)
Paris : OECD, 1985. 335 p.
ISBN: 92-64-12749-6
Descriptors: ECONOMIC RECESSION; ECONOMIC POLICY; INTERNATIONAL ECONOMIC RELATIONS - ECONOMIC DEVELOPMENT; SOCIAL DEVELOPMENT; CONFERENCE PROCEEDINGS; AFRICA SOUTH OF SAHARA
See also record number(s) 5008 for part(s).
Location: MAIN 330.1(6) ROS
Copies: 1

HOUSING

5002
Rural housing problems / Maliyadde, Chandrasena
In: Progress, v. 2, no. 4, p. 34-38, Dec 1982.
Descriptors: HOUSING; RURAL POPULATION - INVESTMENTS; SRI LANKA

Examines the nature of housing problems among the rural population in Sri Lanka. Includes information about the investment in housing and makes suggestions for improvement.

Location: MAIN 333.32(548.7) MAL
Copies: 1

INFORMATION SYSTEMS

5003
International socioeconomic information systems : an evaluative study of DEVSIS-type programs / Aiyepeku, W.O. (University of Ibadan. Department of Library Studies, Ibadan NG)
International Development Research Centre, Ottawa, ON CA (Funder)
Ottawa, ON : IDRC, 1983. 100 p. : 70 ref.
ISBN: 0-88936-366-8
Document number: IDRC-TS43e
Project: 3-A-80-4079.
Also published in French and Spanish.
Descriptors: INFORMATION SYSTEMS; ECONOMIC AND SOCIAL DEVELOPMENT; DEVSIS; IDRC - CARISPLAN; DIS; INFOPLAN; UN; EVALUATION; RECOMMENDATIONS; LATIN AMERICA; CARIBBEAN; AFRICA; PADIS
Location: MAIN 002:338 AIY
Copies: 2

5004
Manual for the preparation of records in development-information systems / Morin-Labatut, Gisèle; Sly, Maureen / International Development Research Centre. Information Sciences Division, Ottawa, ON CA
Technical Meeting on Common Methodologies, Ottawa, ON CA, 3-7 Nov 1981

Technical Meeting on Common Methodologies, Mont Sainte-Marie, PQ CA, 9-13 Nov 1981
In: Recommended methods for development-information systems, v. 1
Ottawa, ON : IDRC, 1982. 272 p.
ISBN: 0-88936-354-4
Document number: IDRC-TS40e
Descriptors: MANUALS; CATALOGUING; INFORMATION ANALYSIS - DEVSIS; INDEXING; CONTENT ANALYSIS; AGRIS; METHODOLOGY; ISIS; MINISIS

This publication contains guidelines for the record structure and content of bibliographic records in development-information systems. It is intended to be a guide for the designers of new systems and for those seeking to improve existing systems. The manual is the result of 5-6 years experience with a variety of regional and national DEVSIS (Development Sciences Information System) systems and can be considered to be an update of the technical recommendations of the DEVSIS Study Team in 1975. The major part of the manual contains field-by-field guidelines to be used by a documentalist when creating records in a development-information system. Numerous annexes are appended, including a data-definition table, sample completed worksheets, a correspondence for UNISIST and AGRIS field tags, guidelines for implementation under MINISIS, CDS/ISIS and DOS/ISIS, a glossary, and a bibliography.

Location: REF MAIN 025.315 MOR
Copies: 2

MANAGEMENT

5005
Final report : technical assistance in personnel management to the Government of Bhutan / Public Administration Service, McLean, VA US
UNDP, New York, NY US (Funder)
McLean, VA : Public Administration Service, Jun 1988. 43 p.
Project: Assistance to Royal Civil Service Commission, BHU-85-006.
Availability: Restr. UNDP, United Nations Plaza, New York, NY 10017, USA.
Descriptors: PERSONNEL MANAGEMENT; TRAINING PROGRAMMES; MANAGEMENT DEVELOPMENT - MANAGEMENT TECHNIQUES; MANPOWER PLANNING; CIVIL SERVICE; TEACHING METHODS; TECHNICAL COOPERATION; PROJECT REPORTS; RESTRICTED DOCUMENTS; BHUTAN

Contractor's report on field work performed in the delivery of an in-country training programme in Bhutan consisting of: 1) public administration and accepted techniques and processes of modern management; 2) elements of a personnel management system; and 3) orientation in the use of manpower planning and assessment methods as an integral element of management in the public service. Purpose of programme was to strengthen and improve the management capabilities of officials responsible for managing the public sector institutions of Bhutan. Discusses methodology and provides a week-by-week description of project activities. Reports all programme objectives met or exceeded, and concludes with findings based on a limited needs assessment. Recommends, inter alia, more and frequent short-term training courses, skills workshops, seminars, etc.; trained trainers for each department; and development of personnel policy by Royal Civil Service Commission. Supporting documentation annexed.

Location: RESTR 658.3 PUB
Copies: 1

POPULATION

5006
Case studies in population policy : Nigeria / UN. Population Division, New York, NY US
New York, NY : UN, 1988. 38 p.
(Population policy paper ; no. 16)
Document number: ST/ESA/SER.R/83
Descriptors: POPULATION POLICY; DEVELOPMENT PLANS - POPULATION CENSUSES; STATISTICAL TABLES; NIGERIA
Location: MAIN 312(669) UN
Copies: 1

RURAL DEVELOPMENT

5007
District Integrated Rural Development Programme / Perera, K.P.G.M.
In: Progress, v. 2, no. 3, p. 14-17, Sep 1982.
Descriptors: RURAL DEVELOPMENT; DEVELOPMENT ADMINISTRATION - RURAL AREAS; RURAL POPULATION; SRI LANKA

Studies the District Integrated Rural Development Programme which commenced in 1976. Discusses the organizational setup, selection of districts, the government agencies involved and their activities.

Location: MAIN 711.3(548.7) PER
Copies: 1

WOMEN

5008
Women, food and rural development / Weekes-Vagliani, Winifred (OECD. Development Centre, Paris FR)
Conference on Rehabilitation and Recovery in Subsaharan Africa, Paris FR, 14-16 Nov 1984
In: Crisis and recovery in Subsaharan Africa / Rose, Tore, ed., p. 104-110
Paris : OECD, 1985.
Descriptors: WOMEN'S ROLE; FOOD PRODUCTION - DEVELOPMENT PROJECTS; BURKINA FASO; MALI
Parent record: 5001
Location: MAIN 330.1(6) ROS
Copies: 1

ANNEX 19
Example 7

AUTHOR INDEX

AIYEPEKU, W.O.

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

MALIYADDE, CHANDRASENA

Rural housing problems (5002)

MORIN-LABATUT, GISELE

Manual for the preparation of records in development-information systems (5004)

PERERA, K.P.G.M.

District Integrated Rural Development Programme (5007)

ROSE, TORE

Crisis and recovery in Subsaharan Africa (5001)

SLY, MAUREEN

Manual for the preparation of records in development-information systems (5004)

WEEKES-VAGLIANI, WINIFRED

Women, food and rural development (5008)

ANNEX 19
Example 8

TITLE INDEX

Case studies in population policy : Nigeria (5006)

Crisis and recovery in Subsaharan Africa (5001)

District Integrated Rural Development Programme (5007)

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

Manual for the preparation of records in development-information systems (5004)

Rural housing problems (5002)

Women, food and rural development (5008)

ANNEX 19
Example 9

CORPORATE BODY INDEX

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE, OTTAWA, ON CA

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE. INFORMATION SCIENCES DIVISION, OTTAWA, ON CA

Manual for the preparation of records in development-information systems (5004)

OECD. DEVELOPMENT CENTRE, PARIS FR

Crisis and recovery in Subsaharan Africa (5001)

Women, food and rural development (5008)

PUBLIC ADMINISTRATION SERVICE, MCLEAN, VA US

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

UN. POPULATION DIVISION, NEW YORK, NY US

Case studies in population policy : Nigeria (5006)

UNDP, NEW YORK, NY US

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

UNIVERSITE DE CLERMONT I. CENTRE D'ETUDES ET DE RECHERCHES SUR LE DEVELOPPEMENT INTERNATIONAL, CLERMONT-FERRAND FR

Crisis and recovery in Subsaharan Africa (5001)

UNIVERSITY OF IBADAN. DEPARTMENT OF LIBRARY STUDIES, IBADAN NG

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

UNIVERSITY OF SUSSEX. INSTITUTE OF DEVELOPMENT STUDIES, BRIGHTON GB

Crisis and recovery in Subsaharan Africa (5001)

SUBJECT INDEX

CATALOGUING

Manual for the preparation of records in development-information systems (5004)

DEVELOPMENT ADMINISTRATION

District Integrated Rural Development Programme (5007)

DEVELOPMENT PLANS

Case studies in population policy : Nigeria (5006)

DEVSIS

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

ECONOMIC AND SOCIAL DEVELOPMENT

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

ECONOMIC POLICY

Crisis and recovery in Subsaharan Africa (5001)

ECONOMIC RECESSION

Crisis and recovery in Subsaharan Africa (5001)

FOOD PRODUCTION

Women, food and rural development (5008)

HOUSING

Rural housing problems (5002)

ANNEX 19
Example 10

SUBJECT INDEX

IDRC

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

INFORMATION ANALYSIS

Manual for the preparation of records in development-information systems (5004)

INFORMATION SYSTEMS

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

INTERNATIONAL ECONOMIC RELATIONS

Crisis and recovery in Subsaharan Africa (5001)

MANAGEMENT DEVELOPMENT

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

MANUALS

Manual for the preparation of records in development-information systems (5004)

PERSONNEL MANAGEMENT

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

POPULATION POLICY

Case studies in population policy : Nigeria (5006)

ANNEX 19
Example 10

SUBJECT INDEX

RURAL DEVELOPMENT

District Integrated Rural Development Programme (5007)

RURAL POPULATION

Rural housing problems (5002)

TRAINING PROGRAMMES

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

WOMEN'S ROLE

Women, food and rural development (5008)

GEOGRAPHIC INDEX

AFRICA

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

AFRICA SOUTH OF SAHARA

Crisis and recovery in Subsaharan Africa (5001)

BHUTAN

Final report : technical assistance in personnel management to the Government of Bhutan (5005)

BURKINA FASO

Women, food and rural development (5008)

CARIBBEAN

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

LATIN AMERICA

International socioeconomic information systems : an evaluative study of DEVSIS-type programs (5003)

MALI

Women, food and rural development (5008)

NIGERIA

Case studies in population policy : Nigeria (5006)

SRI LANKA

District Integrated Rural Development Programme (5007)

Rural housing problems (5002)

ANNEX 19
Example 12 ---- Your institution's name ----

Order number: 51

LIBRARY PURCHASE ORDER 1989-04-19

Prentice-Hall of Canada
1870 Birchmount Road
Scarborough, ON
M1P 2J7
Canada

History of psychology : main currents in psychological thought.
Leahey, T.
Englewood Cliffs, NJ : Prentice-Hall, 1987 -- 2d ed. 480 p.
ISBN: 0-13-391764-9

NO. OF COPIES: 1 PRICE: 42.00 CAD

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address line 2
address line 3
country

---- Your institution's name ----

Order number: 14

LIBRARY PURCHASE ORDER

1989-04-10

Voluntary Health Association of India
C-14 Community Centre
Safdarjung Development Area
New Delhi 110 016
India

Learning exercises for health training.
Zelmer, A.; Harnar, R.; Zelmer, L.
New Delhi : Voluntary Health Association of India, 1986

NO. OF COPIES: 1   PRICE: 76 rupees

SHIP TO:

your name
address line 1
address line 2
address line 3
country

ANNEX 19
Example 13 ---- Your institution's name ----

Order number: 51

ORDER CLAIM Order date: 1989-04-19

Claim date: 1989-06-14

Prentice-Hall of Canada
1870 Birchmount Road
Scarborough, ON
M1P 2J7
Canada

History of psychology : main currents in psychological thought.
Leahey, T.
Englewood Cliffs, NJ : Prentice-Hall, 1987 -- 2d ed. 480 p.
ISBN: 0-13-391764-9

NO. OF COPIES: 1 PRICE: 42.00 CAD

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---- Your institution's name ----

Order number: 14

ORDER CLAIM

Order date: 1989-04-10

Claim date: 1989-06-14

Voluntary Health Association of India
C-14 Community Centre
Safdarjung Development Area
New Delhi 110 016
India

Learning exercises for health training.
Zelmer, A.; Harnar, R.; Zelmer, L.
New Delhi : Voluntary Health Association of India, 1986

NO. OF COPIES: 1 PRICE: 76 rupees

Our records show that this material has not yet been received. Please indicate the status of this order below and return to:

your name
address line 1
address line 2
address line 3
country

Example 14

CORPORATE NAME AUTHORITY FILE

AICARDES
SEE: Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social (34)

AICARDES
SEE: Association of Arab Research Institutes and Centres for Economic and Social Development (39)

Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social, Tunis TN (34)
OTHER LANG: Association of Arab Research Institutes and Centres for Economic and Social Development

Association of Arab Research Institutes and Centres for Economic and Social Development, Tunis TN (39)
OTHER LANG: Association des Instituts et Centres Arabes de Recherche pour le Développement Economique et Social

Caribbean Council for Science and Technology, Port of Spain TT (40)

Centre de Développement de l'OCDE
SEE: OCDE. Centre de Développement (16)

Centre de Recherches pour le Développement International, Ottawa, ON CA (5)
OTHER LANG: International Development Research Centre
Centro Internacional de Investigaciones para el Desarrollo

Centro Internacional de Investigaciones para el Desarrollo, Ottawa, ON CA (6)
OTHER LANG: International Development Research Centre
Centre de Recherches pour le Développement International

CIID
SEE: Centro Internacional de Investigaciones para el Desarrollo (6)

CORPORATE NAME AUTHORITY FILE

Commonwealth Foundation, London GB (20)

COST
SEE: Caribbean Council for Science and Technology (40)

CRDI
SEE: Centre de Recherches pour le Développement International (5)

ECAFE, Bangkok TH (11)
SEE ALSO LATER NAME: ESCAP

ECLAC. Subregional Headquarters for the Caribbean, Port of Spain TT (21)

Economic and Social Commission for Asia and the Pacific
SEE: ESCAP (3)

Economic Commission for Asia and the Far East
SEE: ECAFE (11)

ESCAP, Bangkok TH (3)
SEE ALSO EARLIER NAME: ECAFE

IDRC
SEE: International Development Research Centre (2)

IDS
SEE: University of Sussex. Institute of Development Studies (23)

International Development Research Centre, Ottawa, ON CA (2)
OTHER LANG: Centre de Recherches pour le Développement International
Centro Internacional de Investigaciones para el Desarrollo

International Service for National Agricultural Research, The Hague NL (18)

CORPORATE NAME AUTHORITY FILE

ISNAR
SEE: International Service for National Agricultural Research (18)

Nigeria. Federal Office of Statistics. Survey Organization and Methods Division NG (4)

OCDE, Paris FR (33)
OTHER LANG: OECD

OCDE. Centre de Développement, Paris FR (16)
OTHER LANG: OECD. Development Centre

OECD, Paris FR (32)
OTHER LANG: OCDE

OECD. Development Centre, Paris FR (12)
OTHER LANG: OCDE. Centre de Développement

Organisation de Coopération et de Développement Economiques
SEE: OCDE (33)

Organisation for Economic Co-operation and Development
SEE: OECD (32)

SAREC
SEE: Swedish Agency for Research Cooperation with Developing Countries (19)

Swedish Agency for Research Cooperation with Developing Countries, Stockholm SE (19)

UN. Economic and Social Commission for Asia and the Pacific
SEE: ESCAP (3)

UN. Economic Commission for Asia and the Far East
SEE: ECAFE (11)

CORPORATE NAME AUTHORITY FILE

Université de Clermont I. Centre d'Etudes et de Recherches sur le Développement International, Clermont-Ferrand FR (43)

University of Sussex. Institute of Development Studies, Brighton GB (23)

SERIALS AUTHORITY FILE

Cahiers de la femme
SEE: Canadian woman studies (38)

Canadian woman studies (38)
ISSN: 0706-8204
FORMER NAME: Canadian women's studies

Chronique OMS (26)
ISSN: 0373-3556
OTHER LANG: WHO chronicle
Crónica de la OMS

Crónica de la OMS (22)
ISSN: 0250-8591
OTHER LANG: WHO chronicle
Chronique OMS

WHO chronicle (35)
ISSN: 0042-9694
OTHER LANG: Crónica de la OMS
Chronique OMS

WHO offset publication (42)

SUPPLIER AUTHORITY FILE

Asian Productivity Organization (APRO)
4-14 Akasaka 8-chome
Minato-ku
Tokyo
Japan

(MFN: 49)

University Bookshop (Nigeria) Limited (UNIB)
University of Ibadan
Ibadan
Nigeria

Agency for FAO publications.
(MFN: 50)

Voluntary Health Association of India (VHAI)
C-14 Community Centre
Safdarjung Development Area
New Delhi 110 016
India

(MFN: 46)

ANNEX 20: IMPLEMENTATION USING INMAGIC

This annex describes the INMAGIC[39] implementation of the bibliographic database located on the diskettes attached to this manual. Information is provided here on the sample database, the associated entry of data and retrieval of information, and the procedures to install and use the database. It is assumed in this annex that users are familiar with INMAGIC and its terminology.

CONTENTS

I COMMENTS ABOUT THE INMAGIC IMPLEMENTATION

II OVERVIEW OF THE CONTENTS OF THE DISKETTES

III INSTALLATION ON YOUR MICROCOMPUTER

IV THE SAMPLE APPLICATION
  1. List of fields in INMAGIC
  2. Variances from the Field-by-Field Guide
  3. List of records
  4. Passwords
  5. Modifying the data structures
  6. Order key

V DATA ENTRY AND MODIFICATION

VI DISPLAYING INFORMATION ON YOUR SCREEN

VII REPORT GENERATION
  1. Differences between MICRO-ISIS and INMAGIC
  2. Printed catalogues and current awareness bulletin
  3. Resequencing the data for printed bibliographic indexes
  4. Generating the printed bibliographic indexes
  5. Printing purchase orders and claims for overdue orders
  6. Modifying the reports

VIII EXCHANGING DATA IN A FORMAL INFORMATION NETWORK

IX CHANGING THE CONTENTS OF THE STATUS FIELDS

X INDEXING

XI SEARCHING

XII SEARCHES SAVED IN THE WORK FILE

XIII VERSION 7.2 OF INMAGIC

XIV COMPLETE LIST OF DIRECTORIES AND FILES USED WITH THE INMAGIC IMPLEMENTATION
  1. Directory structure for diskette 2
  2. Contents of directory INMAGIC

---

[39] INMAGIC is a proprietary software product of INMAGIC Inc., 2067 Massachusetts Avenue, Cambridge, MA 02140-1338, USA.

I COMMENTS ABOUT THE INMAGIC IMPLEMENTATION

The database defined using INMAGIC parallels that defined throughout this manual using MICRO-ISIS. INMAGIC was chosen to demonstrate an alternative implementation because it is a well-known and popular software in developed and developing countries. The data in the INMAGIC database, called MIBIS, was actually generated from the MICRO-ISIS database (to avoid rekeying the data), using a special display format in MICRO-ISIS to prepare the data for use with INMAGIC.

The implementation is based on INMAGIC version 7.1 for MS-DOS.

The differences between the two textual database systems require some changes to the way data are handled. Specifically:

- Lookups are not possible in INMAGIC. In place of authority records, all data are embedded directly into the INMAGIC MIBIS bibliographic records.
- Subfields are not supported (INMAGIC documentation sometimes refers to subfields, but uses the term to mean occurrences of a repeatable field). For the most part, data kept in subfields in MICRO-ISIS are combined into simple fields in INMAGIC, with appropriate punctuation placed within the data fields. In some cases, noted in Section IV on the sample application, data from subfielded fields in MICRO-ISIS have been split into multiple fields in INMAGIC.
- Only the first 50 fields defined in an INMAGIC database can be indexed (in INMAGIC, inversion is referred to as indexing). To accommodate this, the order of the fields in the INMAGIC definition has been altered from that in the MICRO-ISIS implementation.
- INMAGIC refers to fields by **labels**, which are required, and by **names**, which are optional. However, INMAGIC limits the number of characters that can be used in the total definition of field labels and names. The resulting labels are, therefore, very brief and sometimes not as descriptive as might be desired. In some cases, the field label has been supplemented by a field name. Whenever INMAGIC displays a field identifier, it uses the field name if one is present. Otherwise, the field label is displayed.
- INMAGIC does not support the use of triangular brackets to exclude certain leading articles from consideration in sorts. It does have its own facility, on the other hand, to exclude a select number of leading articles when a field is indexed or sorted as a term. The leading articles, which are fixed in INMAGIC, are: a, an, the, el, la, le, los.[40]
- INMAGIC does not support indexing terms delimited by triangular brackets.
- INMAGIC has no facility to test explicitly for the presence or absence of a field in a report definition. This affects the sorting and the formatting of the data.

The approach taken here, to define an INMAGIC implementation that parallels the MICRO-ISIS implementation, is not the way in which one would normally design a bibliographic system, and does not make best use of INMAGIC's features and structure. To assist in designing INMAGIC applications, INMAGIC

---

[40] Similarly, INMAGIC has a fixed list of English-only stop words that are excluded when fields are indexed by keyword: a, an, and, by, for, from, in, of, on, the, to, with. In some versions of INMAGIC, the lists of stop words and leading articles may differ slightly from these.

Inc. has produced the BIBLIO guide,[41] which includes techniques, suggestions, and models to handle cataloguing, acquisitions, serials control, and circulation.

II OVERVIEW OF THE CONTENTS OF THE DISKETTES

All information required for the INMAGIC implementation is located on diskette 2. The diskette contains one directory related to the INMAGIC implementation. This directory, called **INMAGIC**, contains the following databases:

> **MIBIS**, consisting of records that demonstrate most of the features described in this manual,
>
> **MIBIS2**, which is only used to produce the printed bibliographic indexes, and contains the appropriate records from MIBIS, but resequenced by Broad subject heading, and renumbered,
>
> **E-MIBIS2**, an empty database which can be used to initialize MIBIS2,
>
> **TITLC**, which is only used to produce the title catalogue, and
>
> **E-TITLC**, an empty database which can be used to initialize TITLC.

Report definitions are provided in the same directory for use with MIBIS, MIBIS2, and TITLC.

III INSTALLATION ON YOUR MICROCOMPUTER

To use the sample application, you must copy the contents of subdirectory INMAGIC to the directory on your hard disk that contains the INMAGIC system software.

There are references throughout this annex to optional changes to be made to the reports and the data structures. Whether the changes are applicable is determined by whether you are part of a formal information network and by the language(s) of the system. It is also expected that you may not require all the fields, or may wish to modify the sample implementation in other ways to suit your particular needs.

With one exception, you need not make any of the changes suggested. The exception applies for the exchange of data in a formal information network. In this case, you must make the indicated changes to the exchange report (see Section VIII on exchanging data in a formal information network).

---

[41] BIBLIO Guide: Using INMAGIC in Libraries (for use with INMAGIC, V7). Cambridge, MA, INMAGIC Inc., 1987.

IV THE SAMPLE APPLICATION

1 List of Fields in INMAGIC

The following table describes the fields defined in the INMAGIC database called MIBIS, and their corresponding field tags defined in this manual for MICRO-ISIS. They are listed in the order in which they are defined in the MIBIS data structure.

List of fields (INMAGIC)

Field label	Field name	MICRO-ISIS tag	Description	Indexing[42]
REC		MFN	Record number	T 2
PC		001	Participating centre acronym	T 2
RS	RSTAT	003	Record status	T 2
E	EDATE	005	Date record entered	T 3
L	LEVEL	007 008	Bibliographic level, and Bibliographic level - parent	T 2
CO	CNTRY	009	Country of origin	T 2
LA		020	Language of analysis	
LT		021	Language(s) of text	T 2
LS		022	Language(s) of summaries	
T	TITLE	B100	Title	Y 5
PT	PTITLE	101	Parallel title(s)	Y 5
AU		110	Personal author(s)	T 5
CAU		111	Corporate author(s)	Y 5
AF	AFFIL	112	Affiliation	K 5
IN	OTHINST	113	Other associated institution(s)	K 5
M	MEET	114	Meeting[43]	Y 5
MISOD		114^e	Meeting date - ISO form	T 3

---

[42] Indexing techniques used:
T = complete term,
K = keyword,
Y = both complete term and keyword,
2 = treat numeric characters as numbers, leading articles are significant,
3 = ignore punctuation and leading articles,
5 = ignore leading articles, consecutive punctuation is treated as a space, and
6 = text is inverted as is, and lower and upper case is significant.

[43] Derived from **field 114**, using data in all subfields except **subfield e**.

Field label	Field name	MICRO-ISIS tag	Description	Indexing
ED		120	Edition	
PUB		121	Publisher	
D	PDATE	122	Date of publication/issue - free form	
ISOD		123	Date of publication/issue - ISO form	T 3
COL		130	Collation (M/C)	
PRT		131	Part statement (LEVEL not AS)	
PRTS		131	Part statement (LEVEL is AS)	
MS		140	Monographic series	K 5
PRJ		142^a	Project name	K 5
PRJNO		142^b	Project number	T 6
ISBN		160	ISBN	
DOC		161	Document number	T 6
S	STITLE	200	Title of serial	
ISSN		201	ISSN	
TP	TPRN	202	Title of parent (M/C)	
AP	APRN	210	Personal author(s) - parent	
CP	CPRN	211	Corporate author(s) - parent	
PDES		300	Primary descriptors	T 5
SDES		301	Secondary descriptors	T 5
GDES		302	Geographic descriptors	T 5
LDES		303	Local descriptors	T 5
XDES		304	Proposed descriptors	T 5
SUB		320	Broad subject heading	T 5
PS	PSTAT	400	Processing status	T 2
LOC		410	Location	T 2
CALLNO		411	Call number	
MT	MTYPE	420	Type of material	T 2

Field label	Field name	MICRO-ISIS tag	Description	Indexing
AT	**ATYPE**	**500**	Acquisition type	T 2
OD	**ODATE**	**510**	Date ordered	T 3
CD	**CLAIMD**	**511**	Date claimed	T 3
RECD		**512**	Date received	T 3
RQ		**514**	Requester	T 5
SNAM		**515^a**	Supplier name	T 5
SADD		**515**	Supplier address[44]	
O	**OCOPIES**	**513**	Number of copies ordered	
PRICE		**516**	Price	
ANOTE		**517**	Acquisition notes	
C	**COPIES**	**412**	Number of copies	
A	**AVAIL**	**162**	Availability	
TH	**THESIS**	**141**	Thesis	
N	**NOTES**	**150**	Notes	
AB		**310**	Abstract	
TE	**TRTE**	**102**	Translated title - English	
TF	**TRTF**	**103**	Translated title - French	
TS	**TRTS**	**104**	Translated title - Spanish	
TO	**TRTO**	**105**	Translated title - other language	
RPRN		**010**	Record number of parent	
RPART		**011**	Record number(s) of part(s)	
ROLAN		**012**	Record number(s) of other language version(s)	
INIT		**430**	Documentalist	
CH	**CHDATE**	**006**	Date record changed	
PR		**002**	Participating centre record number	

2 Variances from the Field-by-Field Guide

The following table describes the changes that were made to the fields in INMAGIC, from the definitions used in MICRO-ISIS, and described in the Field-by-Field Guide. These changes were made to accommodate the operating requirements of INMAGIC.

---

[44] Derived from **field 515**, using data in all subfields except **subfield a**.

MICRO-ISIS field		Change made, and reason
007 **008**	Bibliographic level	The two fields are combined into one in INMAGIC to allow for slightly more room for indexed fields in the database definition. Valid entries for this field are: AM, AC, AS, M, MC, MS, C, and CS.
114	Meeting	This field has been split into two in INMAGIC, called **MEET** and **MISOD**. The ISO-format date (**subfield e** in MICRO-ISIS) is kept in **MISOD**. This improves both the presentation of the meeting information in the printed outputs and allows for indexing of the date.
131	Part statement	This field has been implemented as two fields in INMAGIC, called **PRT** and **PRTS**. **PRTS** contains the part statement information if the bibliographic level is AS. Otherwise the information is kept in **PRT**. This improves the presentation of the part statement in all displays and printed outputs.
142	Project	This field has been split into two in INMAGIC, called **PRJ** and **PRJNO**. The project name (**subfield a** in MICRO-ISIS) is kept in **PRJ**, and the number (**subfield b** in MICRO-ISIS) in **PRJNO**. This allows for indexing by project number.
300 **301** **302** **303** **304**	Descriptors	Descriptors are kept between triangular brackets in MICRO-ISIS. To properly index them in INMAGIC, each descriptor is kept in a separate occurrence of the appropriate field.
515	Supplier	This field has been implemented as two fields in INMAGIC. The contents of **subfield a** (supplier name) are kept in the INMAGIC **field SNAM**, and the contents of **subfields b** through **e** (address lines and country) are kept as separate occurrences of the INMAGIC **field SADD**. This allows for the indexing of the supplier name, and the proper formatting of the supplier name and address in the purchase orders and order claims.

As well, data from all other fields that are subfielded in MICRO-ISIS are combined, with appropriate punctuation separating the original subfields, into simple fields in INMAGIC. For example, the Publisher (**field PUB**) contains the place, country code and publisher name. Therefore, this information always appears together in outputs containing the Publisher field.

Similarly, information from authority records in MICRO-ISIS is entered directly into the bibliographic records in INMAGIC.

Although five databases are defined, you will work mostly with **MIBIS**. All bibliographic records are maintained in this database. Database **MIBIS2** is only used to produce printed bibliographic indexes, and database **TITLC** is used to print the title catalogue. **E-MIBIS2** is used to initialize MIBIS2, and **E-TITLC** is used to initialize TITLC.

3 List of Records

The MIBIS database contains 24 records, which match the 24 bibliographic records contained in the MICRO-ISIS sample database. For convenience, the retrieval key field, REC, has been given values corresponding to the MFN numbers of the records in MICRO-ISIS. The records are:

REC 1	Monograph from a collection (English-language version)
REC 7	Article from a periodical
REC 8	Monograph
REC 9	Monograph (conference proceedings)
REC 10	Chapter from a monograph
REC 13	Monograph
REC 14	Acquisitions record
REC 15	Monograph with translated title
REC 17	Collection (conference proceedings)
REC 24	Monograph from a collection (French-language version)
REC 25	Monograph
REC 27	Chapter from a monograph
REC 28	Collection
REC 29	Chapter from a collection
REC 30	Article from a periodical
REC 31	Monograph with parallel title
REC 36	Monograph in a monographic series
REC 37	Monograph
REC 41	Monograph in a monographic series
REC 44	Monograph (thesis)
REC 45	Monograph (United Nations document)
REC 47	Article from a periodical
REC 48	Article from a periodical
REC 51	Acquisitions record

4 Passwords

Passwords are defined in database MIBIS, to limit access to fields used for data entry and modification (see Section V on data entry and modification). An empty password provides unrestricted access to the database. The passwords are:

master password: MASTER

data entry passwords: MIBIS, PARTM, PARTS, ACQIS

general access password: empty

No passwords are defined for MIBIS2 or TITLC.

The master password is required to modify the data structures. The general access password (which is an empty password - just press return when prompted) is used for everything else, except data entry.

5 Modifying the Data Structures

You may wish to modify the database definitions to suit your particular needs. INMAGIC databases can only be modified in certain ways. It is not possible to change a field label, delete it, or move it, once it has been defined. Therefore, you may need to rebuild the definition from scratch. Be sure to first print the definition provided as a guide. If desired, preserve the data in the sample database in an external file, using the following command in the Auxiliary environment:

```
SORT REC

WRITE IN DATA.TXT
```

In particular, you may wish to make the following changes to the database definitions:

- If you are not part of a formal information network, you can remove the Record status (**field RSTAT**).
- If you are implementing a unilingual system, you can remove the Language of analysis (**field LA**). If, however, you will also be exporting records to a multilingual system, you must also create an entry for the Language of analysis (**field LA**) in the report, called EXCHANGE, used to reformat the data for the purpose of exchanging it (see Section VIII on exchanging data in a formal information network).

When making changes, you may also have to make changes to the definitions for MIBIS2 and TITLC, and to the reports (see Section VII, part 6). Finally, you should rebuild the databases (file specifications) by deleting them in DOS, and rebuilding them in the Define environment of INMAGIC. The following table shows the correspondence between the data structures and the file specifications:

Data structure	File specification	DOS filenames
MIBIS	MIBIS	MIBIS.DAT MIBIS.DIC
MIBIS2	MIBIS2	MIBIS2.DAT MIBIS2.DIC
	E-MIBIS2	E-MIBIS2.DAT E-MIBIS2.DIC
TITLC	TITLC	TITLC.DAT TITLC.DIC
	E-TITLC	E-TITLC.DAT E-TITLC.DIC

The data structures for MIBIS2 and TITLC are based on the data structure for MIBIS, but do not contain any fields that are not needed in the reports produced from them. As well, indexing has been reduced to the minimum needed to sort the appropriate fields for the reports. If preferred, the data structure for MIBIS could be used for all the databases, but more disk space will be required, and the loading of data in the Maintain environment will take longer.

6 Order Key

Many of the printed outputs require a final sort by title. For this reason, the Title field has been specified as the order key in the data structures for MIBIS and MIBIS2. INMAGIC will automatically sequence the data using the title if all other fields on which the data are sorted are the same. For example, in an author catalogue, two items by the same author will be sorted under that author by their title. The order key feature of INMAGIC is an extra index that allows this final sort to be produced more efficiently than could be done otherwise. However, it only operates if 250 or fewer records are selected.[45] Should a larger report be produced, the secondary sort on the Title field must be requested in the PRINT command in the Select environment.

No order key is specified for database TITLC.

V DATA ENTRY AND MODIFICATION

Passwords have been defined with the MIBIS database to restrict the fields accessible to the data entry operator. Only those fields applicable to the type of material being described (or the information necessary for acquisitions) are given CHANGE access. Four data entry passwords are defined that match the four data entry worksheets available in MICRO-ISIS for bibliographic records. They are:

MIBIS	Supply this password to enter or modify a record describing a monograph or collection (i.e., a record with bibliographic level M, MC, MS, C, or CS).
PARTM	Supply this password to enter or modify a record describing an analytic from a monograph or a collection (i.e., a record with bibliographic level AM or AC).
PARTS	Supply this password to enter or modify a record describing an analytic from a serial (i.e., a record with bibliographic level AS).
ACQIS	Supply this password to enter or modify an acquisitions record, regardless of its bibliographic level.

Examples of how to use the data entry passwords

1. A monograph is ordered, received, and catalogued by your centre:

   When ordering the item, use **ACQIS** to enter the basic bibliographic and acquisitions information for the monograph.

   When the item is received, use **ACQIS** to update Processing status (**field PSTAT**), Date received (**field RD**), and other information as appropriate.

   Use **MIBIS** to complete the descriptive cataloguing and add the call number, descriptors, abstract, etc.

2. Your centre has received a copy of a conference proceedings that has already been catalogued as a monograph. You now wish to add

---

[45] In older versions of INMAGIC, the limit is 125 records.

records describing individual papers of particular interest to your centre:

Use **PARTM** to enter a bibliographic record for each paper to be described.

Use **MIBIS** to update the record for the conference proceedings (i.e., the parent record) to add the appropriate REC values in Record number(s) of part(s) (**field RPART**).

VI DISPLAYING INFORMATION ON YOUR SCREEN

Reports have been defined to display selected information on your screen. These parallel similar reports provided to produce printed outputs (see Section VII), but with page-heading information removed, and pauses inserted between screens. The reports provided are:

M The information shown is similar to that provided with the printed catalogues.

MA is identical to MIBIS, but also displays the abstract.

Both reports display the Processing status (**field PSTAT**), so one can tell at what stage the items are in the ordering and cataloguing cycle.

VII REPORT GENERATION

A number of reports have been predefined. As much as possible, they match the predefined reports provided in MICRO-ISIS (see Section XII of Annex 19 for printed outputs using the sample database in MICRO-ISIS). The following reports are provided:

printed catalogues, which, with the exception of the title catalogue, are produced directly from the main sample database, MIBIS (the title catalogue is printed from the TITLC database);

a current awareness bulletin, also produced directly from MIBIS;

a main bibliographic index, produced from the MIBIS2 database (MIBIS2 is a temporary database created using selected records from MIBIS, which are resequenced by Broad subject heading (**field SUB**), and then renumbered);

other indexes that refer to the main bibliographic index, also produced from MIBIS2; and

purchase orders and claims for overdue orders, produced from MIBIS.

The sample reports are not included in this annex, because they are similar to those in Annex 19. However, you can print the sample reports directly using the steps outlined in this section.

All predefined reports are designed for use with a printer. If necessary, a report can be cancelled by pressing Ctrl-C.

The following provides more information on the reports.

ANNEX 20: IMPLEMENTATION USING INMAGIC

1 Differences between MICRO-ISIS and INMAGIC

MICRO-ISIS makes a distinction in how records are formatted (as defined in display formats), and how these records are combined with headings, etc. and laid out on a page (as defined using system worksheets). The two aspects are defined together in a report in INMAGIC. Therefore, separate reports need to be defined for use with screen displays and with printed outputs. MICRO-ISIS also uses system worksheets to define the sorting requirements to produce a report, whereas INMAGIC requires the user to specify the sort commands every time a report is required. Furthermore, differences in the way INMAGIC functions from MICRO-ISIS can result in some problems:

- Conversion to upper case is not supported for accented characters. Therefore, for example, the conversion to upper case for:

  ```
  Université de Clermont I
  ```

  becomes:

  ```
  UNIVERSITé DE CLERMONT I
  ```

  When this becomes a problem, an alternative is not to use the "UPPER" option in report definitions.
- Text affixed to the beginning or end of a field is often treated as a separate word, and therefore may appear on a new line, even though no spaces were requested between the field contents and the affixed text. For example, the contents of field REC are printed between parentheses in the printed bibliographic indexes. The line in the report definition is:

  ```
  REC, BEGIN '  (', END ')'
  ```

  This should print as:

  ```
  ....  (5002)
  ```

  However, it may appear as:

  ```
                 .... (5002
  )
  ```

  or as:

  ```
                    .... (
  5002)
  ```

2 Printed Catalogues and Current Awareness Bulletin

2.1 Selecting the data to be printed

Normally, to produce the current awareness bulletin, you would request a search on the Processing status (**field PSTAT**) for records with the status value LIST. Similarly, to produce the printed catalogues, search for records with the Processing status LIST or CAT. In the Select environment, request these searches using the following commands:

For the printed catalogues:

```
GET PSTAT = LIST
OR PSTAT = CAT
```

For the current awareness bulletin:

```
GET PSTAT = LIST
```

However, you may need to further qualify these searches to eliminate records for which no information is provided in the field on which the data are to be sorted. For example, the corporate author catalogue must only be produced using records with one or more entries in the Corporate author field (**CAU**). This requires a further search in the Select *environment*, which must be combined, using AND, with the search described above. Otherwise, records which do not contain data in the field on which they are sorted will appear at the beginning of the report. Because INMAGIC has no facility to explicitly test for the presence of a field in a record, a generalized search expression is required, such as:

`CAU >= !`[46]

Therefore, the complete selection commands to retrieve the appropriate data for the reports are:

	Selection commands
Author catalogue	GET PSTAT = LIST OR PSTAT = CAT AND AU >= !
Title catalogue	GET PSTAT = LIST OR PSTAT = CAT AND (TITLE >= ! OR PTITLE >= !)
Corporate author catalogue	GET PSTAT = LIST OR PSTAT = CAT AND CAU >= !
Meeting catalogue	GET PSTAT = LIST OR PSTAT = CAT AND MEET >= !
Current awareness bulletin	GET PSTAT = LIST AND SUB >= !

2.2 Sorting and printing the selected records

The following table shows the commands to use in the Select environment to produce the desired report using the records selected above:

	Sort and print command
Author catalogue	PRINT USING AUTHC BY AU THEN TITLE EXPLODED
Title catalogue	WRITE IN TITLC.TXT USING TITLC1

---

[46] The '!' is the first character in the ASCII collating sequence. Its use ensures that any data in the field will be found, regardless of the characters entered in the field, or the sort type used with the field indexing.

Corporate author catalogue	`PRINT USING CORPC BY CAU THEN TITLE EXPLODED`
Meeting catalogue	`PRINT USING MEETC BY MEET THEN TITLE EXPLODED`
Current awareness bulletin	`PRINT USING CAB BY SUB THEN TITLE`

The 'THEN TITLE' can be left off any of the PRINT commands when 250 or fewer records are selected to be printed.

2.3 Further processing required to produce the title catalogue

The title catalogue requires a few extra steps to produce, because INMAGIC cannot merge two sort fields in the Select environment. On the other hand, the Auxiliary environment, in which a merge is possible, does not allow one to report from a subset of the database. Therefore, the steps outlined above copy selected records to a temporary file called **TITLC.TXT**, to be loaded into a database called **TITLC**, from which the title catalogue can be printed. The following steps complete the process to print the title catalogue:

- Exit from INMAGIC.
- In DOS, initialize the TITLC database with the following DOS command:

```
COPY  E-TITLC.*  TITLC.*
```

- In INMAGIC, request the Maintain environment, and specify TITLC when prompted for the database.
- Within the Maintain environment, request ADD. To the prompt:

```
Name of incoming file
```

  respond with

```
TITLC.TXT
```

  It does not matter what response you give to:

```
Replace existing records if found (Y/N)?
```

- In the Auxiliary environment, sort the records for the title catalogue using the following two commands:

```
SORT TITLE

MERGE PTITLE
```

- Print the title catalogue using the command:

```
PRINT USING TITLC2
```

The title catalogue is now printed. To delete the temporary files used to hold the data copied from MIBIS to TITLC:

- Exit INMAGIC.
- In DOS, execute the following DOS commands:

```
ERASE TITLC.TXT

ERASE TITLC.DAT

ERASE TITLC.DIC
```

2.4 Variation from the MICRO-ISIS report

All the reports except the current awareness bulletin are similar in INMAGIC and MICRO-ISIS. The current awareness bulletin is printed as a single column report, because INMAGIC has no facility to produce multi-column printed output.

3 Resequencing the Data for Printed Bibliographic Indexes

The bibliographic records to be used in the printed bibliographic indexes must first be sorted by Broad subject heading (**field SUB**), and within that by Title (**field TITLE**). They are then printed with new reference numbers assigned sequentially to them. INMAGIC has no direct means of renumbering records after they have been sorted.[47] To produce the desired printed bibliographic indexes, the records must be placed into a second database after they have been sorted. Variable REC must contain the new record numbers in this second database, called MIBIS2. The values in REC are then used as the sequential numbers assigned to the material in the main bibliographic index, and referenced in the other printed bibliographic indexes (see examples 6 to 11 in Section XII of Annex 19).

To resequence the data, you must perform the following steps:

- In DOS, initialize the MIBIS2 database with the following DOS command:

  ```
  COPY  E-MIBIS2.*  MIBIS2.*
  ```

- In INMAGIC, using the MIBIS database, select the records to be used in the printed bibliographic indexes. A typical selection, performed in the Select environment, might be:

  ```
  GET PSTAT = LIST
  ```

  If some of the records with Processing status (**field PSTAT**) LIST do not have a value in the Broad subject heading (**field SUB**), then the search command should look like:

  ```
  GET PSTAT = LIST AND SUB >= !
  ```

- Sort and output these records into a file, using the predefined report called **RENUMBER**. Use the following command in the Select environment:

  ```
  WRITE IN RENUMBER.TXT USING RENUMBER BY SUB THEN TITLE
  ```

  When asked, supply the starting record number for the resequenced database.
  The part "THEN TITLE" can be left off if less than 250 records are selected.
- Exit the Select environment.
- From the INMAGIC main menu, change to database MIBIS2.
- Request the Maintain environment.

---

[47] INMAGIC does allow records to be numbered as they are printed. This would be adequate to produce the main bibliographic index, but would not allow one to refer to these new numbers in the other bibliographic indexes.

- Within the Maintain environment, request ADD. To the prompt:

  ```
  Name of incoming file
  ```

  respond with

  ```
  RENUMBER.TXT
  ```

  It does not matter what response you give to:

  ```
  Replace existing records if found (Y/N)?
  ```

- Exit INMAGIC.
- In DOS, execute the following DOS command:

  ```
  ERASE RENUMBER.TXT
  ```

The MIBIS2 database can now be used to produce the printed bibliographic indexes.

4 Generating the Printed Bibliographic Indexes

You can produce the main bibliographic index and other printed bibliographic indexes anytime after you have created the resequenced MIBIS2 database. You can print any bibliographic index using the Auxiliary environment,[48] so long as you ensure that MIBIS2 is the active database. In Auxiliary, you must first specify the sort to be performed, and then request the report. Proceed as follows:

- Sort, using the appropriate field(s) selected from the following table:

	Commands	Field label
Main bibliographic index	SORT	SUB
Author index	SORT	AU
Title index	SORT	TITLE
Corporate body index	SORT MERGE MERGE	CAU AFFIL OTHINST
Subject index	SORT	PDES
Geographic index	SORT	GDES

- Print, using the "PRINT USING" command, and requesting the appropriate report selected from the table below:

	Report
Main bibliographic index	MAINI
Author index	AUTHI
Title index	TITLI

---

[48] In INMAGIC, the Auxiliary environment is used to print reports that use all the records in the database, as is the case for the printed bibliographic indexes (using MIBIS2). The Select environment is used to print records selected from a search.

Corporate body index	CORPI
Subject index	SUBJI
Geographic index	GEOGI

When all the printed bibliographic indexes have been produced, you can erase the two files associated for MIBIS2, to free up disk space. Use the DOS commands:

```
ERASE MIBIS2.DAT

ERASE MIBIS2.DIC
```

Example

To print the main bibliographic index, use the following commands in the Auxiliary environment:

```
SORT SUB
PRINT USING MAINI
```

4.1 Variations from the MICRO-ISIS bibliographic indexes

With two exceptions, the bibliographic indexes produced are the same using INMAGIC and MICRO-ISIS. The exceptions are:

1. The main bibliographic index does not include information found in the following fields:

   Record number of parent (**field RPRN**)

   Record number(s) of part(s) (**field RPART**)

   Record number(s) of other language version(s) (**field ROLAN**)

   This is because there is no means to determine what these numbers are in the resequenced database in INMAGIC.

   As well, this index is printed in a single column, because INMAGIC cannot produce a multi-column report directly.

2. The corporate author index cannot be produced in an identical fashion because the corporate body fields (corporate author(s), affiliation, and other associated institution(s)) contain slightly different data. In MICRO-ISIS, only **subfields a**, **b**, **c**, and **d** (Main body, Sub-body, Place, and Country code) are used to sort the information in the report, and are printed as headings. In INMAGIC, the complete field is used. This includes the Role information (**subfield e**) kept in the Other associated institution(s) field. Therefore, the role is printed with the heading, which sometimes results in more than one entry for the same corporate body.

   Example

   ```
   OECD. DEVELOPMENT CENTRE, PARIS FR
       Women, food and rural development  (5008)

   OECD. DEVELOPMENT CENTRE, PARIS FR (SPONSOR)
       Crisis and recovery in Subsaharan Africa  (5001)
   ```

5 Printing Purchase Orders and Claims for Overdue Orders

Two predefined reports are provided to print purchase orders and claims for overdue orders.

Before producing these, you should select the acquisitions records to be printed in the Select environment of INMAGIC. Select records with Processing status (**field PSTAT**) set to ORD:

```
GET PSTAT = ORD
```

For these reports, you need a second search criterion based on Date ordered (**field ODATE**). For example, for purchase orders (to avoid reprinting orders made earlier):

```
AND ODATE >= 1989-04-01
```

and for order claims (to avoid sending these for items just ordered):

```
AND ODATE < 1989-08-01
```

After requesting the appropriate information, the purchase orders can be printed using the Select environment command:

```
PRINT USING ORDER BY SNAM
```

Similarly, the claims for overdue orders can be printed using the Select environment command:

```
PRINT USING CLAIM BY SNAM
```

6 Modifying the Reports

Modifying the reports to suit your own needs is straight-forward in INMAGIC. If you have modified the data structures for the databases from which the reports are produced, you may need to modify the reports. This may not always be possible from the compiled report. Therefore, you may wish to write the reports to a file before any changes are made to the data structures. Do this by requesting the report in the Define environment, pressing F2 to save it, and answering 'W' to the prompt 'Print, Write, or End.' After the data structures are modified, you can use the file (ASCII) version of the report by specifying the report name preceded by an '@' character. For example, to modify the author catalogue report, specify **@AUTHC** and respond with a 'Y' when asked if it is OK to replace the existing definition.

VIII EXCHANGING DATA IN A FORMAL INFORMATION NETWORK

1 Preparing the Conversion Report

A report, called **EXCHANGE**, is provided to enable participating centres (PCs) to exchange data with the coordinating centre (CC). It must be customized for use with a particular PC as follows:

1. The PC acronym must be entered in place of the word 'acronym' in lines E/1 and E/4.

In line E/1, it is used to help create a unique identifier (**field REC**) for use at the CC. The unique identifier in this case is the acronym of the PC and the value of REC. Your own network may select other methods of assigning unique identifiers to records.

In line E/4, it is used to provide the value for the Participating centre acronym (**field PC**).

You must also check that the correct value for the COLUMN positioning command is used in line E/2. The value 12 may have to be changed. The starting column must be equal to 5 more than the number of characters in the acronym.

Example

change the lines:

```
E/1   'REC acronym'
E/2   REC, LINE SAME 1, COLUMN 12 - 79
E/4   'PC acronym'
```

to:

```
E/1   'REC CODESRIA'
E/2   REC, LINE SAME 1, COLUMN 13 - 79
E/4   'PC CODESRIA'
```

where CODESRIA is the acronym of the PC.
Therefore, CODESRIA's record with REC set to 57 will be assigned the value CODESRIA57 for REC in the CC's database.

2. Whenever records from a unilingual system are being exported to a multilingual system, the language code corresponding to the language of the system must be entered as text in the report definition in line E/8. This language code will be assigned to the Language of analysis (**field LA**) in the records in the CC's consolidated database.

Example

change the line:

```
E/8    LA
```

to:

```
E/8    'LA Fr'
```

2 Sending Data to the Coordinating Centre

To send completed catalogue records to the CC, perform the following steps:

- Using the MIBIS database, in the Select environment, select the records to be sent to the CC. These are the records with Record status (**field RSTAT**) N. Use the command:

```
GET RSTAT = N
```

- Write the file to a diskette, using the command:

  ```
  WRITE IN A:EXCHANGE.TXT USING EXCHANGE BY REC
  ```

  The sort command 'BY REC' is optional, but, if used, will ensure that the records are output in record number order.

This procedure will create a file on diskette called EXCHANGE.TXT.

Note Data has not been entered in the Record status (**field RSTAT**) in the sample database.

3 Special Consideration

When the coordinating centre (CC) receives records from a participating centre, INMAGIC cannot determine what values belong in fields Record number of Parent (**field RPRN**), Record number(s) of part(s) (**field RPART**), or Record number(s) of other language version(s) (**field ROLAN**). As well, INMAGIC cannot determine whether the related records (e.g., the record describing the parent) is included in the records sent to the CC. For example, if CODESRIA's record 57 contains the value 56 in RPRN, INMAGIC cannot determine if CODESRIA's record 56 is included in the CC's database. Similarly, INMAGIC also cannot change the value in this field in record 57 to CODESRIA56. The INMAGIC implementation avoids the difficulty by excluding **fields RPRN**, **RPART**, and **ROLAN** from the EXCHANGE report.

IX CHANGING THE CONTENTS OF THE STATUS FIELDS

After the current awareness bulletin and/or printed bibliographic indexes have been produced, the Processing status (**field PSTAT**) should be changed from LIST to CAT. Similarly, after records have been sent to the CC for the network, the Record status (**field RSTAT**) should be changed from N to S.

INMAGIC does not have a facility to globally change the values in a field. You must, therefore, write the data to an ASCII file in a format that can be used to reload the data, and with the appropriate data changed. Then load the data back in the database using ADD in the Maintain environment. Two reports are provided to format the data correctly. Report **PSTAT** writes all the data in selected records to a file, with the Processing status changed to CAT in the output file. Similarly, report **RSTAT** writes the data in selected records to a file, with the Record status changed to S in the output file. You must first specify the appropriate selection in the Select environment before writing the records to a file.

Perform the following steps to change either of the two status fields:

- In the Select environment, find the records to be changed:
  to change the Processing status, request:

  ```
  GET PSTAT = LIST
  ```

  or, to change the Record status, request:

  ```
  GET RSTAT = N
  ```

- Write these records to a file:

to change the Processing status, use the command:

```
WRITE IN TEMP.TXT USING PSTAT BY REC
```

or, to change the Record status, use the command:

```
WRITE IN TEMP.TXT USING RSTAT BY REC
```

The 'BY REC' is optional, but using it ensures that the records are in record number order.

- In the Maintain environment, request ADD. To the prompt

```
Name of incoming file:
```

respond with

```
TEMP.TXT
```

Answer 'Y' to

```
Replace existing records (Y/N)?
```

- Exit from INMAGIC.
- In DOS, erase the temporary ASCII file, using

```
ERASE TEMP.TXT
```

The database is now updated, with the appropriate status field changed.

X INDEXING

The rules for the indexing of data are defined with the fields in the data structures for the databases MIBIS, MIBIS2, and TITLC. INMAGIC requires the retrieval key field (REC in this case) to be indexed as a complete term. It also requires that any fields that are to be used as sort fields be indexed, when the sort is to be performed in the Auxiliary environment. For this reason, the following fields are indexed in MIBIS2, from which the printed bibliographic indexes are produced:

Field label	Field name	Description	Indexing
REC		Record number	T 2
T	TITLE	Title	T 5
PT	PTITLE	Parallel title(s)	T 5
AU		Author(s)	T 5
CAU		Corporate author(s)	T 5
AF	AFFIL	Affiliation	T 5
IN	OTHINST	Other associated institution(s)	T 5
PDES		Primary descriptors	T 5
GDES		Geographic descriptors	T 5
SUB		Broad subject heading	T 5

Similarly, fields REC, TITLE, and PTITLE are indexed in the TITLC database, which is used to print the title catalogue.

The indexing techniques used may be changed if appropriate. The choice of indexing techniques is based on the following considerations:

- Date fields are normally indexed using the date sort (sort 4) in INMAGIC. This format is not suitable for dates in ISO format, because sort 4 requires that the month be expressed as a word or abbreviation (March or Mar). Sort 3, which treats numbers as characters, is used instead.

- Fields with simple values (usually one-word), such as status fields, are indexed using sort 2. This sort was chosen over sort 1 or sort 5 so that a code with the same value as a leading article would not be ignored, e.g., the value AN in the **field CNTRY**. Spaces and all punctuation are ignored.
- Some fields are indexed using sort 5. This sort ignores some leading articles, and treats all punctuation and/or single or multiple spaces as a single space.
- The Record number (**field REC**) is indexed using sort 2. This allows for the numeric sequencing of data if a sort is performed using this field.
- Project number (**field PRJNO**) and Document number (**field DOC**) are indexed using sort 6. This technique indexes the term exactly as it is entered. Care must be taken, therefore, when searching these fields to enter the term exactly as it is stored in the field, with identical punctuation and upper case letters entered as such. In a search, the field must also be entered between quotes, for example:

  ```
  GET DOC = 'LC/CAE/G. 126'
  ```

- The choice of term or keyword indexing is based on normal considerations for how the data is to be retrieved, and matches as best as possible the inversion techniques used with MICRO-ISIS. However, discrepancies occur in the following situations:
  1. In MICRO-ISIS, in some fields, only selected subfields are inverted. Because the data from the subfields are usually combined when kept in INMAGIC, such selectivity is not possible.
  2. Fields that would normally be indexed only by keyword are sometimes indexed both by keyword and term in INMAGIC. This is done whenever the field is to be searched using a relational operator (e.g., CAU >= !) to test for data within that field. Relational operators can only be used with term indexing, or with free-text searching. Should you wish to produce other printed catalogues than those provided, you should ensure that the field is indexed by term.

XI SEARCHING

Some changes in the handling of data in INMAGIC from the way defined in the Field-by-field guide require special caution when searches are requested in the Select environment. For example, the Personal author(s) (**field AU**) in INMAGIC are entered along with their role. Therefore, to search for a particular author, a truncated search is required in the Select environment. Use the ST (starts with) operator to formulate a search, such as:

```
GET AU ST 'Jelliffe, D.B.'
```

Fields cannot be grouped in INMAGIC, to be searched together. Therefore, for example, to locate any document on remote sensing, regardless of whether or not this is a primary or secondary descriptor, formulate the search as:

```
GET PDES = remote sensing OR SDES = remote sensing
```

XII SEARCHES SAVED IN THE WORK FILE

INMAGIC provides a facility for keeping a few searches in a work file, so that the same searches can be used again. These work files are identified with a single character when the databases are opened. All the searches described above are kept in a work file with an ID of A. The searches used are:

1	GET PSTAT = LIST OR PSTAT = CAT AND AU >= !	To select records for the author catalogue
2	GET PSTAT = LIST OR PSTAT = CAT AND (TITLE >= ! OR PTITLE >= !)	To select records for the title catalogue
3	GET PSTAT = LIST OR PSTAT = CAT AND CAU >= !	To select records for the corporate author catalogue
4	GET PSTAT = LIST OR PSTAT = CAT AND MEET >= !	To select records for the meeting catalogue
5	GET PSTAT = LIST AND SUB >= !	To select records for the current awareness bulletin
6	GET PSTAT = LIST AND SUB >= !	To select to be renumbered to produce the printed bibliographic indexes
7	GET PSTAT = ORD AND ODATE >= 1989-04-01	To select records for purchase orders
8	GET PSTAT = ORD AND ODATE < 1989-08-01	To select records for claims for overdue orders
9	GET RSTAT = N	To select records to send to the CC in a formal information network
10	GET PSTAT = LIST	To select records with Processing Status to be changed from LIST to CAT
11	GET RSTAT = N	To select records with Record status to be changed from N to S

Searches 7 and 8 will have to be modified to an appropriate date range.

XIII VERSION 7.2 OF INMAGIC

At the time of publication, MAGIC Inc. announced version 7.2 of INMAGIC. The new version will simplify one of the operations described in this annex, and in two cases will relax restrictions.

The major change in version 7.2 is the ability to make global modifications to data. This removes the need to use the procedure to change the contents of the status fields (**fields PSTAT** and **RSTAT**, see Section IX on changing the contents of the status fields). Instead, it will be possible to search for all records having a specific value in the status field (e.g. LIST in **field PSTAT**), and then globally modifying the data in this field (e.g. to CAT).

The order key will operate on up to 500 records (see Section IV, part 6, which describes the use of the order key in the sample implementation). This will reduce the need for a final sort on the title field when producing sorted printed outputs (see Section VI, parts 2.2 and 3).

When INMAGIC is being implemented, the user will be able to specify stop words and leading articles (see Section I on comments about the INMAGIC implementation).

XIV COMPLETE LIST OF DIRECTORIES AND FILES USED WITH THE INMAGIC IMPLEMENTATION

The files related to the INMAGIC implementation, which are kept on diskette 2, are indicated below:

1 Directory Structure for Diskette 2

INMAGIC	Implementation in INMAGIC
SAFE	Alternative MICRO-ISIS display formats, FSTs, and sort worksheets (see Annex 19)

2 Contents of Directory INMAGIC

MIBIS database		
data structure	MIBIS.STR	
database files	MIBIS.DIC,	MIBIS.DAT
work file (ID=A)	MIBIS.SRA	
MIBIS2 database		
data structure	MIBIS2.STR	
database files	MIBIS2.DIC,	MIBIS2.DAT
E-MIBIS2 database		
database files	E-MIBIS2.DIC,	E-MIBIS2.DAT
TITLC database		
data structure	TITLC.STR	
database files	TITLC.DIC,	TITLC.DAT
E-TITLC database		
database files	E-TITLC.DIC,	E-TITLC.DAT
Reports for MIBIS		
screen output	M.FMO	
screen output with abstract	MA.FMO	
author catalogue	AUTHC.FMO	
corporate author catalogue	CORPC.FMO	
meeting catalogue	MEETC.FMO	
current awareness bulletin	CAB.FMO	
purchase order	ORDER.FMO	
claims	CLAIM.FMO	

Specialized reports for MIBIS

title catalogue (select records for TITLC database)	TITLC1.FMO
resequence	RENUMBER.FMO
exchange records in a network	EXCHANGE.FMO
change Processing status	PSTAT.FMO
change Record status	RSTAT.FMO

Reports for MIBIS2

main bibliographic index	MAINI.FMO
author index	AUTHI.FMO
title index	TITLI.FMO
corporate body index	CORPI.FMO
subject index	SUBJI.FMO
geographic index	GEOGI.FMO

Report for TITLC

title catalogue	TITLC2.FMO

AACR2 5, 7, 131, 133, 134, 152
Abbreviations
  acquisition notes 129
  collation 75
  edition statement 66
  meeting numbers 64
  monographic series part 81
  part statement 77
  provinces 198
  role 51, 101
  states 198
Abstract (field 310) 111-112
Abstracts bulletins **see** Printed bibliographic indexes
Accessions lists **see** Current awareness bulletins
Accompanying material 86
Acquisition notes (field 517) 129
Acquisition type (field 500) 120
Acquisitions 11, 120-129, 183-185
Acronyms
  corporate bodies 156, 199-205
  definition 216
Additions to corporate body names 156-157
Affiliation (field 112) 56-58
African names 137-142
Analytics 7-9
  definition 28, 216
Anglo-American Cataloguing Rules **see** AACR2
Any tables 172
  definition 216
Arabic names 142
Articles **see** Initial articles
Asian names 143-147
Audiovisual material 75-76
Author catalogues **see** Printed catalogues - author
Author indexes **see** Printed bibliographic indexes - author
Authority files 10
  computerized 149
    see also Authority records
  computerized - advantages 10
  corporate name **see** Corporate Name Authority File
  definition 216
  manual 11, 53-54, 57-58, 60-62, 80-81, 93-94, 96-97, 103, 148-149, 174-175
  personal author **see** Personal name authority file
  serial title **see** Serials Authority File
  subject 109, 113
    see also Thesauri
  supplier **see** Supplier authority file
Authority record date (field 998 of authority records) 150, 176, 184
Authority record notes (field 997 of authority records) 150, 176, 184
Authority records 10-11
  MICRO-ISIS 10, 16, 130, 241
  see also Corporate name authority records; Serials authority records; Supplier authority records
Automated authority files **see** Authority files - computerized; Authority records
Availability (field 162) 91-92

Bibliographic indexes **see** Printed bibliographic indexes
Bibliographic level (field 007) 28-29
Bibliographic level - parent (field 008) 30
Bibliographic levels 7-9, 28
   definition 216
Bibliographic records
   definition 216
Bibliography 220-222
Boolean operators 171-172
Broad subject heading (field 320) 113
Broader terms 166, 173
   definition 216
Call number (field 411) 116
Capitalization
   of corporate body names 163-164
   of meeting names 63
   of project titles 85
   of serial titles 80, 93, 178
   of titles 40
Cartographic material 75
Catalogues **see** Printed catalogues
CCF 4, 6
   correspondence with present manual 212-215
CDS/ISIS (Mini-Micro Version) **see** MICRO-ISIS
CDS-PASCAL 244
   format exits 250, 251
   limitation 55, 62, 65, 103, 251, 255, 257-259, 263-265
   see also CHANGE program; CORP program; RENUMB program; REPORT program; SERIAL program
CHANGE program 114, 241, 262
Choice of language **see** Language of analysis; **Language of analysis (field 020)**
Cities **see** Place names
Claims for overdue orders 183, 312-313
   INMAGIC 337
   MICRO-ISIS 259-260
Classification schemes 116
Classified material **see** Restricted material
Codes **see** Country codes; Currency codes; Language codes; **Processing status (field 400); Record status (field 003)**
Collation (M/C) (field 130) 74-76
Collections 7-9
   definition 28, 217
Common Communication Format **see** CCF
Compilers 50-51, 100-101
Computer hardware **see** Hardware
Computer software **see** Software
Computerized authority files **see** Authority files - computerized; Authority records
Conferences **see** Meetings
Congresses **see** Meetings
Cooperative information systems **see** Information networks
CORP program 151, 258
Corporate author catalogues **see** Printed catalogues - corporate author
Corporate author(s) (field 111) 52-55
Corporate author(s) - parent (field 211) 102-103

Corporate bodies 7, 11
  definition 148, 217
  name changes 155-156
  rules 152-164
  rules, compared with AACR2 153
  see also Acronyms - corporate bodies
Corporate body (field 901 of corporate name authority records) 150
Corporate body indexes **see** Printed bibliographic indexes - corporate body
Corporate Name Authority File 53-55, 57-58, 60-62, 103
  printed lists 151-152, 258, 314-317
  rules 148-164
Corporate name authority records 11, 54, 58, 61, 103, 130, 149-151, 158, 163
  list of fields 150
Country codes 31, 53, 57, 60, 64, 69, 163, 195-197
Country of origin (field 009) 31
Cross references
  definition 217
  in computerized authority files 150, 176
  in manual authority files 131, 148, 174, 178, 180
Currency codes 91, 128
Current awareness bulletins 113, 294-299
  INMAGIC 331-334
  MICRO-ISIS 253-255
Data entry
  INMAGIC 329-330
  MICRO-ISIS 20-21, 23, 24, 35, 40, 130, 247-249
Data exchange **see** Information exchange
Database design 3-5, 10-12
Databases
  definition 217
Date claimed (field 511) 122
Date of meeting 64-65
Date of publication/issue - free form (field 122) 70-71
Date of publication/issue - ISO form (field 123) 72-73
Date ordered (field 510) 121
Date received (field 512) 123
Date record changed (field 006) 27
Date record entered (field 005) 26
Descriptors 92, 104-110, 165-173
  definition 217
  see also Geographic descriptors (field 302); Local descriptors (field 303); Primary descriptors (field 300); Proposed descriptors (field 304); Secondary descriptors (field 301)
Development Sciences Information System **see** DEVSIS
DEVSIS 4, 5
Dimensions 76
Display formats
  MICRO-ISIS 42, 55, 62, 65, 69, 73, 76, 82, 84, 88, 95, 96, 103, 105, 116, 127, 183-185, 249-252
Displaying information on your screen
  INMAGIC 330
  MICRO-ISIS 249
Dissertations **see** Theses
Document number (field 161) 89-90
Documentalist (field 430) 119

Edition (field 120) 66
Editors 50-51, 100-101
Essential fields 19
European names 132-137
Exchanging information **see** Information exchange
Field Select Table **see** Reformatting FST
Field tags
  definition 217
Fields
  definition 217
  list of 13-16
  see also Essential fields; Mandatory fields; Repeatable fields; Subfielded fields
Former name(s) (field 904 of corporate name authority records) 150
Former name(s) (field 915 of serials authority records) 176
Free-text searching 171, 217
FST **see** Reformatting FST
Geographic codes **see** Country codes
Geographic descriptors (field 302) 108
Geographic indexes **see** Printed bibliographic indexes - geographic
Global modification
  INMAGIC 339-340
  MICRO-ISIS 114, 241, 262
Glossary 216-219
Government bodies 159-163
  see also Names of governments
Guidelines for the Building of Authority Files in Development-Information Systems 10, 152
Hardware
  requirements for MICRO-ISIS 5
Headings 7
  definition 217
Hyphenated words 40, 164
IDIN 3, 11
IFLA 131-132, 188
Illustrators 50, 100
Indexes **see** Printed bibliographic indexes
Indexing **see** Subject indexing
Indexing techniques for inversion
  INMAGIC 323, 340-341
  MICRO-ISIS 13, 263
Indicators 211
Information exchange 4-6, 11-12
  INMAGIC 337-339
  MICRO-ISIS 23-25, 35-36, 241-242, 260-262
Information networks 5, 6, 11-12, 23-25, 160-161, 241-242
Information retrieval 72-73, 85, 92, 104-106, 171-173, 181
Information systems
  definition 217
  see also Multilingual information systems; Stand-alone information systems; Unilingual information systems
Initial articles
  in serial titles 179
  INMAGIC 321
  MICRO-ISIS 40, 93, 179
  see also Triangular brackets
Initials (corporate bodies) **see** Acronyms - corporate bodies

INMAGIC 5, 320-344
  see also Claims for overdue orders - INMAGIC; Current awareness bulletins - INMAGIC; Data entry - INMAGIC; Displaying information on your screen - INMAGIC; Global modification - INMAGIC; Indexing techniques for inversion - INMAGIC; Information exchange - INMAGIC; Initial articles - INMAGIC; Installation - INMAGIC; MIBIS database - INMAGIC; Multilingual information systems - INMAGIC; Printed bibliographic indexes - INMAGIC; Printed catalogues - INMAGIC; Purchase orders - INMAGIC; Report generation - INMAGIC; Resequencing data - INMAGIC; Sample implementation - INMAGIC; Unilingual information systems - INMAGIC
Input sheets 17-18, 19
  completed - samples 223-240
  see also Data entry - MICRO-ISIS
Installation
  INMAGIC 322
  MICRO-ISIS 244-245
Institutions **see** Corporate bodies
International Development Information Network **see** IDIN
International Federation of Library Associations and Institutions **see** IFLA
International Serials Data System **see** ISDS
International Standard Bibliographic Description **see** ISBD
Inverted files
  corporate names 54, 58, 62
  definition 217
  descriptors 105
  MICRO-ISIS 171
  title 41
  see also Indexing techniques for inversion
ISBD 7
ISBN (field 160) 87-88
ISDS 177
ISO standards **see** Standards
ISSN (field 201) 96-97
ISSN (field 912 of serials authority records) 176
Items
  definition 217
Joint bodies 159
Key title 177
Language
  corporate body name 52, 56, 59, 102, 153-155
  meeting name 63
  name of government 160-161
  place name 181-182
  serial title 178, 180
  title 39, 98
Language codes 187
Language of analysis 9, 35-36, 39, 44, 46, 48, 49, 52, 56, 59, 63, 64, 66, 71, 74, 75, 86, 98, 102, 111
  definition 218
  see also Languages of the system
Language of analysis (field 020) 35-36
Language(s) of summaries (field 022) 38
Language(s) of text (field 021) 37
Languages of the system 9, 35, 154-155, 181-182
Later name(s) (field 905 of corporate name authority records) 150

Later name(s) (field 916 of serials authority records) 176
Leading articles **see** Initial articles
Local descriptors (field 303) 109
Location (field 410) 115
Loose-leaf publications 74
Macrothesaurus for Information Processing in the Field of Economic and Social Development 10, 165
Main bibliographic indexes **see** Printed bibliographic indexes - main
Main entry headings 7
Mandatory fields 6, 19
Manual for the Preparation of Records in Development-Information Systems 4, 131
  comparison with present manual 206-210
Maps **see** Cartographic material
Master File Number 22, 24, 32-34
Maximum length of field
  definition 20
Meeting (field 114) 63-65
Meeting catalogues **see** Printed catalogues - meeting
Meetings 63, 153
MFN **see** Master File Number
MIBIS database
  INMAGIC 323-329
  MICRO-ISIS 245-247
MICRO-ISIS 4-6, 10, 173, 184-185, 243-269
  see also Authority records - MICRO-ISIS; Claims for overdue orders - MICRO-ISIS; Current awareness bulletins - MICRO-ISIS; Data entry - MICRO-ISIS; Display formats - MICRO-ISIS; Displaying information on your screen - MICRO-ISIS; Global modification - MICRO-ISIS; Indexing techniques for inversion - MICRO-ISIS; Information exchange - MICRO-ISIS; Initial articles - MICRO-ISIS; Installation - MICRO-ISIS; Inverted files - MICRO-ISIS; MIBIS database - MICRO-ISIS; Multilingual information systems - MICRO-ISIS; Printed bibliographic indexes - MICRO-ISIS; Printed catalogues - MICRO-ISIS; Purchase orders - MICRO-ISIS; Repeatable fields - MICRO-ISIS; Report generation - MICRO-ISIS; Resequencing data - MICRO-ISIS; Sample implementation - MICRO-ISIS; Subfield delimiters - MICRO-ISIS; Unilingual information systems - MICRO-ISIS
Mini-micro CDS/ISIS **see** MICRO-ISIS
Mini-micro CDS/ISIS Reference Manual (Version 2.3) 173, 184
MINISIS 4
Monographic series 9, 11
  definition 79, 218
Monographic series (field 140) 79-82
Monographic series indexes **see** Printed bibliographic indexes - monographic series
Monographs 7-9
  definition 28, 218
Multilingual information systems 9, 35-36, 155, 160-161, 181
  INMAGIC 338
  MICRO-ISIS 173, 249, 262
Multilingual networks 11-12, 160-161, 241
  see also Information networks
Multilingual retrieval 173
  see also Information retrieval
Names of governments 12, 53, 57, 60, 160-162
  in the language of the government 188-194

Names of territorial authorities see Names of governments
Narrower terms 166, 173
  definition 218
Networks see Information networks; Multilingual networks
Notes (field 150) 86
Number of copies (field 412) 117
Number of copies ordered (field 513) 124
OECD 3, 10, 173
On-line searching see Information retrieval
Optional fields 12, 19
Optional rules 12, 20, 35-36, 42, 80-82, 132-134, 154-155, 160-161, 181-182
Optional subfields 11, 52, 56, 59, 63, 65, 76, 79, 93, 102
Order forms see Purchase orders
Organisation for Economic Co-operation and Development see OECD
Other associated institution(s) (field 113) 59-62
Other language version(s) (field 903 of corporate name authority records) 150
Other language versions of the item 34
Other language versions of the title 39, 42
Pagination 74, 77-78, 93
Parallel title(s) (field 101) 42-43
Parallel titles
  definition 218
Parent items 8, 30, 32, 98, 100, 102
Part statement (field 131) 77-78
Participating centre acronym (field 001) 23
Participating centre record number (field 002) 24
PASCAL see CDS-PASCAL
Periodicals see Serials
Periods see Punctuation
Personal author(s) (field 110) 50
Personal author(s) - parent (field 210) 100-101
Personal authors 50, 100
  rules 131-147
Personal name authority file 50, 100, 131
Place names 12, 53, 57, 60, 64, 67, 163
  rules 181-182
Portuguese names 135-136
Price (field 516) 128
Primary descriptors (field 300) 104-106
Print formats see Display formats
Printed bibliographic indexes
  author 303
  corporate body 305
  geographic 169, 309
  INMAGIC 335, 336
  main 300-302
  MICRO-ISIS 257-258, 300-309
  monographic series 81
  place 181
  subject 104, 169, 306-308
  title 304

Printed catalogues
  author 270-277
  corporate author 286-290
  INMAGIC 331-334
  meeting 291-293
  MICRO-ISIS 253-255, 270-293
  title 278-285
Printed outputs
  see also Claims for overdue orders; Corporate Name Authority File - printed lists; Current awareness bulletins; Display formats - MICRO-ISIS; Printed bibliographic indexes; Printed catalogues; Purchase orders; Serials Authority File - printed lists; Supplier authority file - printed lists
Processing status (field 400) 114
Programs **see** CDS-PASCAL; CHANGE program; CORP program; RENUMB program; REPORT program; SERIAL program
Project (field 142) 85
Project numbers 85
Proposed descriptors (field 304) 110
Provinces
  abbreviations 198
  as names of governments 160-162
  in place names 182
Publisher (field 121) 67-69
Punctuation
  before monographic series part 82
  before parallel titles 42
  before publisher 69
  between descriptor fields 105
  in collation 75, 76
  in corporate body names 53, 163
  in ISBN 88
  in meeting names 64
  in monographic series 81
  in notes 86, 129
  in part statement 78
  in project numbers 85
  in serial titles 93-94
  in thesis field 84
  in titles 40-41
Purchase orders 126-127, 183-185, 310-311
  INMAGIC 337
  MICRO-ISIS 259-260
Record number of parent (field 010) 32
Record number(s) of other language version(s) (field 012) 34
Record number(s) of part(s) (field 011) 33
Record status (field 003) 25
Record type (field 999) 130, 150, 176, 184
Reformatting FST 23, 24, 36, 211, 241-242, 260-262
Related terms 166, 173
RENUMB program 255-256
Repeatable fields
  definition 19, 218
  MICRO-ISIS 20-21
Report generation
  INMAGIC 330-337
  MICRO-ISIS 252-260

Report numbers **see** **Document number (field 161)**
REPORT program 254, 257, 260
Reports **see** Claims for overdue orders; Corporate Names Authority File - printed lists; Current awareness bulletins; Printed bibliographic indexes; Printed catalogues; Purchase orders; Serials Authority File - printed lists; Supplier authority file - printed lists
Reprints 74, 79, 80, 86
Requester (field 514) 125
Resequencing data
   INMAGIC 334-335
   MICRO-ISIS 255-256
Restricted material 91
Retrieval **see** Information retrieval
Right truncation 172
Role
   institution 59-61
   personal author 50-51, 101
Romanization **see** Transliteration
SAF **see** Serials Authority File
Sample implementation
   INMAGIC 320-344
   MICRO-ISIS 243-319
Sample input sheets 17-18
   completed 223-240
Sample printed outputs 269-319
Searching **see** Information retrieval
Secondary descriptors (field 301) 107
See also other language edition(s) (field 914 of serials authority records) 176
See also references **see** Cross references
See reference(s) (field 902 of corporate name authority records) 150
See reference(s) (field 913 of serials authority records) 176
See references **see** Cross references
Segments 211-212
Seminars **see** Meetings
SERIAL program 177, 258-259
Serial title (field 911 of serials authority records) 176
Serial titles
   rules 177-180
Serials 8-9, 93
   definition 28, 174, 218
   see also Monographic series; **Monographic series (field 140)**; Serial titles; **Title of serial (field 200)**
Serials Authority File 79-82, 93-94, 96, 174-180
   printed lists 177, 258-259, 318
   rules 177-180
Serials authority records 11, 82, 94-97, 130, 175-177
   list of fields 176
Series **see** Monographic series; **Monographic series (field 140)**
Shelf numbers 116
Software
   requirements for a bibliographic system 5
   see also CDS-PASCAL; INMAGIC; MICRO-ISIS; MINISIS
Spanish names 136-137
Stand-alone information systems 11-12, 160-161

Standards
  country codes 188, 195-197
  currency codes 91, 128
  dates 65, 72
  format for data exchange 5
  language codes 187
  province codes 198
  transliteration 40, 154
Statement of responsibility 7
States
  abbreviations 198
  as names of governments 160-161
  in place names 182
Status codes **see also** **Processing status (field 400)**; **Record status (field 003)**
Subfield delimiters
  MICRO-ISIS 20-21
Subfielded fields
  definition 19-20, 219
Subfields
  definition 218
Subject classification 116
Subject headings **see** **Broad subject heading (field 320)**; Printed bibliographic indexes - subject
Subject indexes **see** Printed bibliographic indexes - subject
Subject indexing 10, 165-171
  see also Descriptors
Subject retrieval **see** Information retrieval
Subordinate bodies 53, 57, 60, 153, 157-158
  definition 219
Supplier (field 515) 126-127
Supplier authority code (field 921 of supplier authority records) 184-185
Supplier authority file 126-127
  printed lists 259, 319
Supplier authority records 11, 127, 130, 184-185
  list of fields 184
Supplier name and address (field 922 of supplier authority records) 184
Territorial authorities **see** Names of governments
Thesauri 10, 11, 104, 107, 108, 116, 165, 173
  see also Macrothesaurus for Information Processing in the Field of Economic and Social Development
Theses 70, 83-84
Thesis (field 141) 83-84
Title (field 100) 39-41
Title catalogues **see** Printed catalogues - title
Title of parent (M/C) (field 202) 98-99
Title of serial (field 200) 93-95
Title indexes **see** Printed bibliographic indexes - title
Top terms 166
Towns **see** Place names
Translated title - English (field 102) 44-45
Translated title - French (field 103) 46-47
Translated title - other language (field 105) 49
Translated title - Spanish (field 104) 48
Translations 86
Translators 50, 86, 100

Transliteration
   of corporate body names 154
   of titles 40
   standards for 40, 154
Triangular brackets 40-41, 93-94, 105, 109-110, 179, 257
Type of material (field 420) 118
Unilingual information systems 9, 35-36, 154-155, 160-161, 181
   INMAGIC 338
   MICRO-ISIS 262
Variant forms of name see Cross references
Volume numbers 74, 77-79, 81, 93
Worksheets see Data entry - MICRO-ISIS; Input sheets
Workshops see Meetings

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Please direct requests for information about IDRC and its activities to the IDRC office in your region.